

Academic Behaviour Guidelines

Academic Year 2023 / 24

Behaviour #1:			
Incomplete Non Graded Assignments			
	Stage 1	Stage 2	Stage 3
Incident	The student didn't submit the homework for the first time in the specific subject.	<ul style="list-style-type: none"> - The student didn't submit the homework assigned in Stage 1. - The student didn't submit homework for the second time in the specific subject. 	<ul style="list-style-type: none"> - The student didn't submit homework for the third time in the specific subject. - The student had a Stage 2 Incomplete homework incident in two different subjects.
Action	<ul style="list-style-type: none"> - Teacher gives another chance to complete the homework/or an alternative work within 24 hours. - Teacher logs the incident on PSIS 	<ul style="list-style-type: none"> - Teacher assigns detention to complete the homework/or an alternative work within 24 hours. - Teacher informs the parents via email, cc' HOD and Coordinator - Teacher logs the incident on PSIS 	<ul style="list-style-type: none"> - Teacher assigns detention at their discretion. - Teacher informs the parents via email cc' coordinator, HOD, and APA. - Teacher logs the incident on PSIS - Coordinator raises the issue in the Responsive Care meeting if across subjects. <p style="background-color: #f8d7da; padding: 5px;">Repeated Stage 3 incomplete homework paired with low grades by the end of semester will move the student to the status of "On Academic Probation" by APA.</p>
Logs	<p style="background-color: #d4edda; padding: 2px;">Log type: Learning Concern</p> <p style="background-color: #d4edda; padding: 2px;">Sub Type: SMT</p> <p style="background-color: #d4edda; padding: 2px;">Title: Incomplete Homework Stage 1</p> <p style="background-color: #d4edda; padding: 2px;">Action Taken: Verbal Warning</p>	<p style="background-color: #d4edda; padding: 2px;">Log type: Learning Concern</p> <p style="background-color: #d4edda; padding: 2px;">Sub Type: SMT</p> <p style="background-color: #d4edda; padding: 2px;">Title: Incomplete Homework Stage 2</p> <p style="background-color: #d4edda; padding: 2px;">Action Taken: Parents Informed</p>	<p style="background-color: #d4edda; padding: 2px;">Log type: Learning Concern</p> <p style="background-color: #d4edda; padding: 2px;">Sub Type: SMT</p> <p style="background-color: #d4edda; padding: 2px;">Title: Incomplete Homework Stage 3</p> <p style="background-color: #d4edda; padding: 2px;">Action Taken: Detention</p>

Behaviour #2

Incomplete Assessed Work/ IB Component

	Stage 1	Stage 2	Stage 3
Incident	The student didn't submit the assessed work for the first time in the specific subject.	<ul style="list-style-type: none"> - The student didn't submit the assessed work assigned in Stage 1. - The student didn't submit an assessed work for the second time in the specific subject. 	<ul style="list-style-type: none"> - The student didn't show up to the Thursday detention assigned in Stage 2. - The student didn't submit an assessed work for the third time in the specific subject. - The student had a Stage 2 Incomplete Assessed Work incident in two different subjects.
Action	<ul style="list-style-type: none"> - Teacher assigns detention to complete the assessed work at the earliest time decided by the teacher. - Teacher informs the parents via email, cc' HOD and Coordinator - Teacher logs the incident on PSIS 	<ul style="list-style-type: none"> - HOD assigns Thursday detention. - Teacher provides the details of the assessed work for HOD. - Teacher marks the assessment as 0 and gives feedback to the student's submitted work. - Coordinator informs the parents via email, cc' Teacher, HOD and APA - Coordinator raises the issue in the Responsive Care meeting. - Teacher logs the incident on PSIS. 	<ul style="list-style-type: none"> - HOD assigns Thursday detention. - Teacher provides the details of the assessed work for HOD. - Teacher marks the assessment as 0 and gives feedback to the student's submitted work. - Coordinator informs the parents via email, cc' Teacher, HOD and APA - Coordinator raises the issue in the Responsive Care meeting if across subjects.. - Coordinator logs the incident on PSIS. <p style="background-color: #f8d7da; padding: 5px; margin-top: 10px;">Repeated Stage 3 incomplete assessed work paired with low grades by the end of semester will move the student to the status "On Academic Probation" by APA.</p>
Logs	Log type: Learning Concern Sub Type: SMT Title: Incomplete Assessed Work Stage 1 Action Taken: Parents Informed	Log type: Learning Concern Sub Type: SMT Title: Incomplete Assessed Work Stage 2 Action Taken: Thursday Detention.	Log type: Learning Concern Sub Type: SMT Title: Incomplete Assessment Stage 3 Action Taken: Thursday Detention

Behaviour #3

Academic Misconduct Incident (Plagiarism, Collusion, Cheating)

	Stage 1	Stage 2	Stage 3
Incident	The student submits a plagiarised work for the first time in the specific subject (Not an IB component).	<ul style="list-style-type: none"> - The student didn't submit the updated plagiarised work assigned in Stage 1. - The student submits a plagiarised work for the second time in the specific subject. - The student has been caught cheating in exams. 	<ul style="list-style-type: none"> - The student didn't show up to the Thursday detention assigned in Stage 2. - The student had a Stage 2 Plagiarism/Cheating incident in two different subjects.
Action	<ul style="list-style-type: none"> - Teacher assigns detention to modify the plagiarised work at the earliest time decided by the teacher. - Teacher informs the parents via email, cc' HOD and Coordinator - Coordinator logs the incident on the Academic Misconduct Sheet - Teacher logs the incident on PSIS 	<ul style="list-style-type: none"> - HOD assigns Thursday detention. - Teacher provides the details of the plagiarised work for HOD. - Teacher marks the assessment as 0 and gives feedback to the student's submitted work. - Coordinator informs the parents via email, cc' Teacher, HOD and APA - Coordinator raises the issue in the Responsive Care meeting if across subjects. - Coordinator logs the incident on PSI 	<ul style="list-style-type: none"> - APA assigns in-school suspension. - Teacher provides the details of the plagiarised work for APA, cc' HOD and Coordinator. - Teacher marks the assessment as 0 and gives feedback to the student's submitted work. - Coordinator informs the parents via email, cc' Teacher, HOD and APA - APA sends an email to parents informing of in-school suspension, cc' teacher, HOD, Coordinator, GTL, APW, Principal. . - APA logs the incident on PSIS <p>Repeated Stage 3 plagiarised work paired with low grades by the end of semester will move the student to the status "On Academic Probation" by APA.</p>
Logs	<p>Log type: Learning Concern Sub Type: AHY Title: Plagiarism Stage 1 Action Taken: Detention</p>	<p>Log type: Learning Concern Sub Type: AHY Title: Plagiarism/ Cheating Stage 2 Action Taken: Thursday Detention</p>	<p>Log type: Learning Concern Sub Type: AHY Title: Plagiarism/ Cheating Stage 3 Action Taken: In-School Suspension</p>

Behaviour #4

Absence during in-school assessments			
	Formative Assessment:	Summative Assessments – Excused for a medical reason or previously planned travel	Summative Assessments- Not Excused - Stage 3 *no medical note *no previous communication *late arrival to exam (20 minutes into the exam)
Action	<ul style="list-style-type: none"> - No need to make up for assessment. It is up to the teacher’s discretion. The teacher can assign the work to the student as homework. - After missing 2 formative assessments, Teacher will inform the parents. - Teacher logs the incident on PSIS 	<ul style="list-style-type: none"> - The parent provides a doctor’s note to the MHS office on the morning of the exam at the latest. - The parent informs the school of travel plans one week prior to the exam date at the latest (unless it is an emergency). - The teacher assigns a date to take the exam, preferably on the first day when the student returns. - Teacher prepares another version of the assessment. - The student takes the assessment under similar exam conditions. - Teacher informs the parents, cc HOD and Coordinator - Teacher logs the incident on PSIS 	<ul style="list-style-type: none"> - Teacher marks the assessment as 0. - Teacher informs the parent, cc’ HOD, Coordinator and APA - Teacher logs the incident on PSIS <p>Note: if the student arrives for the exam within the first 20 minutes, he/she can take the exam with no extra time provided.</p> <p style="background-color: #f8d7da; padding: 2px;">Repeated unexcused absences during assessments paired with low grades by the end of semester will move the student to the status “On Academic Probation” by APA.</p>
Logs	Log type: Learning Concern Sub Type: SMT Title: Absence During Formative Assessment Action Taken: Parents Informed	Log type: Learning Concern Sub Type: SMT Title: Excused Absence During Exam Action Taken: Alternative Placement	Log type: Learning Concern Sub Type: SMT Title: Unexcused Absence During Exam Stage 3 Action Taken: Referred to APL