

# Academic Policies



Understanding the following policies and guidelines will help you to best prepare your child for success.

## ➤➤ General School Year Design

The school year at Manarat El Mostaqbal is divided into four quarters. At the end of every Quarter, students receive a report card. This report card indicates the grades earned in each class. Absences are also recorded on the report card.

## ➤➤ Assessment and Grading

Assessment at Manarat is both formative (assessing the developmental progress - Portfolios) and summative (assessing the final outcome – Exams & formative assessment ). A student’s progress is evaluated and reported using a variety of assessments, including projects, presentations, tests and quizzes, essays, journals, class participation, and more.

The main grading system is based on GPA and is divided as follows:

### ➤➤ For Grades 4 to 12

- Cumulative four quarters grade (25% for each quarter)

### ➤➤ Detailed Grades For Grades 4 to 12

The main grading system is based on G.P.A. of each student and the GPA of each year is based on the following:-

- Quarter Exam (40%)
- Quizzes & Tests (10%)
- Class participation (20%)
- Homework Assignments (10%)
- Projects (10%)
- Behavior (10%)

**Quarter exam** includes **all** material covered in the quarter

### ➤➤ The Grading Key follows:

1.5	68 – 69	<b>D+</b>	2.5	78 – 79	<b>C+</b>	3.5	88 – 89	<b>B+</b>	4.0	98 – 100	<b>A+</b>
1.2	63 – 67	<b>D</b>	2.2	73 – 77	<b>C</b>	3.2	83 – 87	<b>B</b>	3.9	93 - 97	<b>A</b>
0.8	60 - 62	<b>D –</b>	1.8	70 – 72	<b>C –</b>	2.8	80 – 82	<b>B –</b>	3.7	90 - 92	<b>A –</b>
0.0	<b>59</b>	<b>F</b>	<b>Pass</b>		<b>P</b>	<b>Incomplete</b>		<b>I</b>			

## Conduct scale

E	Excellent	S	Satisfactory
N	Needs Improvement	U	Unsatisfactory

## Report cards

Official reports are issued 4 times a year (one every quarter).

Students should return any given notice or report that require signature within three (3) days.

Students who fail to return the report will not be allowed to attend school on the next day without the report and a note of excuse signed.

Quizzes will also be sent home for parent signatures.

Failure to return assessments with parent signature will result in a missing grade; break time detention, or other repercussion to be authorized by HOD.

### ➤➤ **For High school students**

- 11th of June Grade 12 Grades will be submitted finally
- 7 – 11th Grade 12 Makeup Exams
- 18th Grade 12 Reports release
- High school Students should cover 130 clock hours per course.

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## ➤➤ Attendance & Punctuality

### **Excused Absences and Make-Up Work:**

- Students are responsible for all the material covered during their absence.
- Assignments / assessments should be made up within a 48 hour time frame after an absence.
- Students shall receive any help needed.
- No absences are allowed during Quarter or Semester examinations!!
- Class participation marks will be deducted for days of absence if not excused.
- Excuses should be sent to CS within 48 hours of absence.
- The CS will then submit a list of excused and unexcused absence of the week every following Sunday to the Principal office.
- Assignments should be accepted and graded but not recorded until excused names are confirmed with the weekly excuse notification.
- If the absence is excused, the student will be granted the grades for the work.
- If the absence is unexcused, No grades will be granted for the work.
- If the student failed to submit his/her work with in the specified period for the excused absence, a ZERO grade is given.
- Excused or Unexcused status is to be determined by the V.P.

### ➤➤ Grading Policy

The grade of each quarter is based on the following:

- Quarter exam (40%)
- Quizzes & Tests (10%)
- Class Participation (20%)
- Homework (10%)
- Projects (10%)
- Behavior (10%)

- **Quizzes & Tests 10%** (distributed by the HOD) Types of quizzes and tests include:

-Formal classroom testing (chapter & collective tests, written & oral quizzes, pop up quizzes)

-Other forms of comprehensive assessment: essays, projects, and presentations.

**The parents should sign all tests and quizzes.**

During tests and quizzes proactive proctoring takes place in order to avoid actions such as talking, looking to other students, hand gestures and/or having cheat notes. Steps taken during exams to stop suspicious behavior:

- a. A verbal warning first time
- b. 10% off to be added for the third time
- c. Zero (0) grade and parents meeting thereafter

If the student is caught cheating Zero (0) grade is given and parents are called for a meeting

**Class Participation 20%:**

**10%** Binder / Copybook check (5% on neatness + 5% completeness)

**10%** CP – Preparation, interaction, oral and written work habits (based on Manarat rubric) P. 24

Absence are deducted from the CP grade based on -1 mark per every class missed.

Class participation grade is recorded weekly.

**Homework 10 %:**

Homework is given to reinforce and extend work done in class. Some long-range project assignments and independent study work will also be assigned. It is the student's responsibility to complete and turn in all homework on time.

Homework is assigned regularly and can come in the following forms:

Worksheets / text book / writing / critical thinking assignments; Projects and independent study and research; Assigned reading & studying; Labs, Journals, and Current Events; SAT Practice

***Homework Rubric :***

**Grade 3: 50% completion + 30% neatness + 20% correctness**

**Grade 4&5: 50% completion + 20% neatness + 30% correctness**

**Grade 6: 40% completion + 20% neatness + 40% correctness**

**Grade 7: 20% completion + 10% neatness + 70% correctness**

**Grades 8 to 12: 100% correctness**

**Number of assignments per week depends on the number of lessons per subject.**

***Late HW policy***

**Grades 4,5,6:** In the case the student does not understand the concept and a note is written, student has up to 1 day after the teacher sits with him/ her and reports to the parent. For other issues please see the Vice-principal.

**Grades7-12:** No late homework is accepted. However, should there be an issue due to difficulty in concept attainment; contingencies can be made with Vice-principal approval.

Any HW submitted, should be corrected and returned to student unless announced otherwise.

Repetitive / excessive tardiness with submission of HW will be reported to the Vice-principal: to set parent appointment.

The student will receive a zero mark for his H.W, if it is proved that it is not his /her own work, whether copied or plagiarized.

***Behavior 10%:***

Grading for behavior is based on Manarat behavior rubric. P. 25

Behavioral issues e.g. tardiness, talking, eating, moving without permission, class disruptions, or not following the classroom rules will result in deduction of grades.

Major or consistent behavioral issues may result in further consequences including detention, parent meeting, suspension or probation.

### ***Projects (10%):***

During the course of the academic year students will be given a variety of research projects and reports to complete in all subjects. Students are expected to always submit their own work and always properly credit any outside sources.

### **Policy regarding copying any academic work/plagiarism**

When a student is caught having plagiarized, the student will be allowed to resubmit the project. If a student is caught having plagiarized more than once, a parent/ teacher conference will be held and the student will receive an “F” grade on the project.

Grades are updated for students weekly on our Learning Management System(Google for Education) for grades 4-12 and reported forth per year.

### ***Academic Probation for Grades 4 to 12***

Manarat el Mostaqbal is an academic institution, which prepares students to be a strong well-educated human being. This requires a standard of excellence for the entire student body. The minimum passing grade is 60% for each subject.

If a student **falls below 70% in a subject or more** at the end of the second quarter, the student will be considered at risk of failure and will be placed on academic probation and the parent/guardian will receive written notification.

If a student continues to be placed on probation through the following marking period or until the end of the school year, the school will evaluate, in consultation with the parents, whether the academic program can meet the students needs and the students ability to achieve academic success in the next grade level.

### ***Academic Support***

Teachers and administrators will convene on a regular basis to determine students who need to be placed on an academic support program. These students will be closely monitored as well as given additional extra help in the subjects needed.

Any time students feel schoolwork is too difficult challenging they should speak with the **Counselor** and ask for extra help. This help will be provided during school or after school hours depending upon arrangement made with the school.

### ***Promotion & Retention policy***

If a student receives a final grade of F in a subject, he/she will receive no credit in that subject and will be asked to Makeup the subject with a maximum of 2 subjects. **If the student didn't pass any subjects after the makeup exam, the student will be required to repeat the same grade.**

The date of the re-exam will be determined by the school administration and cannot be rescheduled.

Failure to attend re- examination will result in a grade of F. Passing the re-exam will result in a passing mark of 60% (D-). Failing the re-exam will result in an F.

A grade of F in 3 or more subjects will result in the repetition of the year.

For grades **11 & 12** the student must pass English and math, in addition, students will be required to make up failed courses in order to meet graduation requirements this might lead to one more year in school.

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