



Al Batool Virtual International School

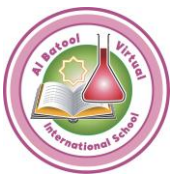
And

**Al Forqan Private School
(Virtual American Program)**

K-12 Private School

Academic Integrity





Al Batool Virtual International School And Al Forqan Private School (Virtual American Program)



Academic Integrity

Our schools take academic integrity very seriously; we believe that any form of cheating defeats the purpose of learning and harms students. The goal of our academic integrity policy is to ensure that enrolled students learn the material presented and earn a grade that accurately reflects their knowledge and academic progress.

The International Center for Academic Integrity defines academic integrity as a commitment, even in the face of adversity, to six fundamental values: **honesty, trust, fairness, respect, responsibility, and courage.**

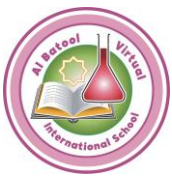
Based on these core values, we believe that academic dishonesty includes, but is not limited to:

- misrepresenting one's knowledge through acts of cheating
- plagiarism—using words, ideas, or work products attributable to another person or source without attributing those elements to the source
- obtaining information about assessment questions (including quizzes and exams) before completing the assessments
- submitting blank assignments purposefully to gain additional time for completion
- using unauthorized notes or outside materials during quizzes and exams
- turning in previously submitted work in response to projects or writing assignments, including those created by the student in other classes or previous attempts at the same course

Teachers at our virtual schools use several anti-cheating tools to verify authenticity of student work. Any student caught violating the Academy's academic integrity policies will be subject to disciplinary action, and the student's parent or guardian will be notified of the infraction. Repeated infractions may result in the student failing the course.

Consequences for academic dishonesty will increase if and as the behavior escalates:

- For a first offense, a student will be allowed to redo the assignment for partial credit up to 70%.
- For the second offense, the student will receive a zero on the assignment.
- After a third offense, the student will be referred to the administration to determine if the student will fail the course



Assignment Reset

To ensure academic integrity, course assignments are set to allow one attempt by each student. Students can request an assignment reset if there are technical glitches or special circumstances. These kinds of requests must be submitted by email to the course teacher.

Course Drop Policy

Students may change their course enrollment (drop classes) up to fourteen days after the scheduled student start date. If a course is dropped within this time frame, our schools will refund 100% of any course fees. A withdrawal notification must be received in writing by our administration before the 14-day grace period ends. After fourteen days, the student will be considered enrolled in the course for the semester; the student will be assigned a grade in the course, and the enrollment fee is non-refundable.

Course Grading

Course assessments are graded by a highly-qualified teacher, by our computer system, or through a combination of computerized scoring and manual grading by a teacher. Thirty to fifty percent of the assessments in a course are graded manually by the teacher—the exact percentage varies by course. Computer-scored assessments are graded as soon as the student completes them. Students may use tools in the learning management system to check their progress immediately, and at any time.

When teachers grade assessments, they provide feedback using commenting features and/or PDF markup tools. The assessment with feedback included is then returned to the student through the learning management system (LMS). For synchronous assessments, such as benchmark tests or oral assessments, the student receives feedback in real time, and the teacher also records feedback with the LMS gradebook. The student may then refer to the feedback as needed. Teachers may also use the LMS gradebook to provide more general feedback, using the "comments" section of each assignment. All feedback is captured and stored within our schools' LMS, and this information remains accessible to the student even after the enrollment period has ended.

Teachers at our schools are expected to deliver a grade within 72 hours of receiving an assignment. If a student submits multiple assignments at once, the time allowed for grading increases by the additional number of assignments times 72. (Teachers need adequate time to provide the kind of rich, thoughtful, and thorough feedback that helps students grow academically.) An Instruction Manager ensures prompt assessment turn-around-times by monitoring the course gradebooks.