

ACADEMIC POLICY FOR IEB SUBJECTS

- * The intention of this policy is to support learner self-responsibility and to promote consistency of work ethic in the critically important *Oberstufe* phase.
- * The fostering of a meaningful teaching and learning environment includes learner cooperation; hence the tabulation of factors below that may militate against this goal, with appropriate outcomes awarded for undesirable behaviours.

	FACTOR	EXPLANATION	OUTCOME
1	Late Work Submissions	<p>Assignments have to be handed in in hardcopy by the due date; emailed assignments are only accepted if it was agreed upon beforehand with the subject teacher.</p> <p>Computer- and printer-related excuses are not valid, since sufficient time is granted for learners to plan and finalize completion of the work.</p> <p>A note of explanation from the parent may exempt a learner, at Subject Teacher's discretion.</p>	<p>A letter of intervention is provided on the due date to parents, via the learner.</p> <p>5% is deducted per day until 25%, thereafter zero.</p>
2	Absence from term tests / exams / CATs / portfolio work	<p>A letter of excuse from the parent is insufficient.</p> <p>For missed tests, Sports assessments and CATs, a doctor's certificate is to be provided to relevant Subject Teacher on the first day of the learner's return, irrespective of whether a lesson is timetabled on that day.</p> <p>Re-write of a missed test task may be granted, in the next Detention or by other arrangement.</p> <p>For missed exams, a doctor's certificate is to be provided on the day of the learner's return to the Academic Head who will arrange an exam re-write.</p> <p>If a learner is absent for a Grade 12 piece under controlled conditions for portfolio purposes, depending on subject requirements, the re-write piece may be excluded from the portfolio but may be included in the School's term mark.</p>	Zero
3	Lawful absence	<p>A letter of excuse is presented to the Class Teacher on the first day of the learner's return.</p> <p>Learners are responsible for approaching their teachers upon their return to school about work missed during their absence, such as worksheets, essay sheets, assignments.</p> <p>Learners are encouraged to arrange with their peers to keep extra copies of assignments, etc, during times of absence.</p>	<p>Detention for failure to produce parent's letter.</p> <p>Absence is not accepted as a reason for failing to submit work by the due date, except at Subject Teacher's discretion</p>

4	Lack of punctuality	5 minutes late is regarded as an “unexcused lesson”: Three such late arrivals: More than three late arrivals:	Absenteeism record on School Report. Detention. Daily Late Report.
5	Unlawful absence	Bunking of lessons seriously disadvantages the learning process and may put learner security at risk. Truancy on the School property: Truancy beyond the School boundaries:	Written Caution Written Reprimand
6	Dropping of a Subject	Learners are expected to utilize the opportunity to take three optional subjects. Negative consequences to future tertiary / career choices may result from a deficient array of such optional subjects: Transfer from one optional subject to another is possible, subject to class size: DSK exchange learners are expected to catch up work upon their return:	School policy and timetable are to be adhered to by all. Letter of request to Academic Head. No compensatory dropping of a subject is permitted.
7	“Free lessons”	Learners may be permitted to work independently in the Library, the Oberstufenraum or the Linga Longa.	Disregard of Library Rules: detention;
8	Unacceptable behaviour	In and beyond the classroom <i>Oberstufe</i> learners are expected to conduct themselves in a manner befitting their senior status.	Code of Conduct rules
9	Deficient work ethic	Encouragement, affirmation and personal appeal are powerful tools but if proven to be ineffective: If no improvement follows: If longer term: Internat learners are expected to fulfill all academic requirements: <i>Kombizweig</i> learners are expected to show full commitment to and attendance in their IEB subjects:	Contact with parents by Subject Teacher. Daily Report and/or remedial action Class Conference for further measures. Same as above.

10	Grade 12 work ethic	The compliance of these learners is closely monitored, in terms of academic performance, absenteeism, classroom and general conduct, dress code compliance.	As per relevant expectation.
11	Plagiarism	Defined as the utilization of information from other sources without acknowledging those sources, through direct copying or paraphrasing, it conceals the rightful ownership of idea. Defined as theft of intellectual property, whatever the extent of the plagiarism, and whether resulting from intention, carelessness or irresponsibility, it is ethically unacceptable.	Zero for the assignment & Severe Written Reprimand for dishonesty.
12	Dishonesty in tests / exams	Self-responsibility and accountability are features of maturity which are encouraged. Cheating negates this and is ethically unacceptable.	Zero for test / exam & Severe Written Reprimand
13	Exam Regulations	Self-awareness and accountability are expected, with a view to tertiary expectations. The Exam Regulations are carefully discussed with classes prior to the exams, to preclude ignorance. Attempt to cheat by communicating with another candidate: Communication during exam: Non-observance of Reading Time rules: Communication while papers are being collected: Dress Code transgression:	Zero for the exam paper & Severe Written Reprimand. Exam paper removed and marked out of lower total & Written Reprimand. 5% off the exam paper. 5% off the exam paper. Verbal warning, thereafter <i>Schulleitung</i> Office for parent collection.

S. Werth [Head of IEB]

ACKNOWLEDGEMENT OF RECEIPT

Learner's name [please print]: _____

Grade and class: _____

I hereby confirm that I have read the Academic Policy for IEB subjects and understand the School's expectations of me during this critically important stage of my school career.

Signature: _____

Date: _____

I, parent of _____, [please print] hereby confirm that I have read the Academic Policy for IEB subjects and have discussed it with my child.

Signature: _____

Date: _____