



Wake Young Men's Leadership Academy

Grading Plan & Academic Integrity



Report cards will be issued at the end of each nine-week grading period at Wake Young Men's Leadership Academy. Teachers must issue interim reports when indicated on the instructional calendar established at the beginning of each school year.

Interim Reports: Progress report cards will be sent to parents via students on the following dates:	September 2 - 5, 2025 November 10 - 14, 2025 February 2 - February 6, 2026 April 13 - 17, 2026
Report Cards: Report cards will be sent home on the following dates:	October 17, 2025 January 9, 2026 March 20, 2026 June 5, 2026 [mailed by request]

Missed Work

The following are **district-wide expectations** for missed work:

- If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return
- If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration will be given in the case of extended absences due to injury or chronic illness.

The following are **school-wide expectations** for missed work:

- *If the missed work is not related to absences*, students will have up to five (5) days to turn in the assignment.
 - If the work has been reviewed in class the assignment will not be accepted by the teacher.
- Once late (when collected by the teacher), a student will receive an 11% deduction upon turning in the assignment to the teacher.
- After the 5th day, the student will have up to the nearest late work deadline to submit the assignment. At that time, the student will receive a 50% deduction on the assignment.
- Teachers will enter missed work as a zero (0%) throughout the quarter to indicate that it is missing. At the end of a grading quarter, any missing work will remain as a zero (0%).

Example (for unexcused absences or if a student was present in class)	
Late Assignments (submitted by student after collected)	The assignments will incur a 11-point deduction (highest score on the assignment is an 89%)
Missing assignment received after 5 school days but before the missing work deadline	Receive a 50% deduction on the assignment
Exceptions to this policy may be made on a case-by-case basis, as determined by the teacher, for extenuating circumstances (i.e. illness, family emergency). It is always a good idea to communicate with your teacher as soon as possible if you cannot meet a deadline.	

Late Work Deadlines Semester 1

Quarter 1		
Late Work Deadline 1 (with significant deduction)	September 12 th	Missing assignments due between August 6th – September 5th
Late Work Deadline 2 (with significant deduction)	October 10 th	Missing assignments due between September 8th – October 3rd
End of Quarter Deadline	October 10 th	Missing assignments due between October 6th – October 10th
Missing assignments submitted after 5 school days are subjected to a 50% deduction		

Quarter 2		
Late Work Deadline 1 (with significant deduction)	November 14 th	Missing assignments due between October 14th – November 7th
Late Work Deadline 2 (with significant deduction)	December 12 th	Missing assignments due between November 10th – December 5st
End of Quarter Deadline	December 19 th	Missing assignments due between December 8th – December 19th
Missing assignments submitted after 5 school days are subjected to a 50% deduction		

Late Work Deadlines Semester 2

Quarter 3		
Late Work Deadline 1 (with significant deduction)	February 6 th	Missing assignments due between January 5th – January 30th
Late Work Deadline 2 (with significant deduction)	February 27 th	Missing assignments due between February 2nd – February 20th
End of Quarter Deadline	March 6 th	Missing assignments due between February 23rd – March 6th
Missing assignments submitted after 5 school days are subjected to a 50% deduction		

Quarter 4		
Late Work Deadline 1 (with significant deduction)	April 17 th	Missing assignments due between March 16th – April 10th
Late Work Deadline 2 (with significant deduction)	May 8 th	Missing assignments due between April 13th – April 30th
End of Quarter Deadline	May 21 st	Missing assignments due between May 4th – May 21st
Missing assignments submitted after 5 school days are subjected to a 50% deduction		

Retests

- Students will be allowed to resubmit summative assessment at teacher discretion. They will be allowed one resubmission for an assessment per Quarter. Teachers will determine when a resubmission is allowed, the timeframe in which it is allowed, and whether whole or part of the resubmission will be done.
- If students don't complete a set of formative/practice homework assignments and then fail the related summative assessment, they must go back and complete all the formative tasks before they can retake the assessment.
- For resubmissions, the new grade will replace the original grade whether it is higher or lower.

The grading policy was revised during the summer. The most up-to-date version is linked on our school's website.

WYMLA Academic Integrity

Members of the Wake Young Men's Leadership Academy community should embody personal honor, integrity, and responsibility upholding the honor code in all that they do. Per **WCPSS Policy 4310**, academic honesty is essential to excellence in education and is directly related to the Board's educational objectives for students to promote integrity and self-discipline in students. All schoolwork is a measure of student performance and academic honesty facilitates an *accurate* measurement of student learning. Each student, parent, family, and staff member must promote a culture that respects and fosters integrity and honesty. Academic integrity and honesty require all stakeholders to share responsibility in the fulfillment of this policy. In fulfilling these responsibilities:

- o **students** will collaborate with their peers to foster a culture of academic integrity; refrain from participating, either directly or indirectly, in any form of cheating or plagiarism; and adhere to the honor code;
- o **parents and family** will actively support the honor code by encouraging their child(ren) to foster and uphold a culture of academic integrity;
- o **staff** will establish and annually teach expectations regarding academic integrity and honesty; and promote the honor code.

Prohibited Behavior

Cheating is an academic deception where a student intends in some way to receive or attempt to receive credit for work not originated by the student, to give or receive unauthorized assistance, or to give or receive an unfair advantage on any form of academic work. Cheating includes, but is not limited to: copying from another student's examination, assignment, or other coursework with or without permission; allowing another student to copy work without authorization from a teacher or administrator; taking an examination, writing a paper, or completing any other assigned academic task on another student's behalf; using notes or resources in any form, including written or online, without authorization; sharing or accepting from another, without authorization, any examination content, questions, answers, or tips on an assessment or assignment through the use of notes, scratch paper, social media, or any type of written, oral, or electronic communication.

Plagiarism: Plagiarism is using passages, materials, words, ideas, and/or thoughts of someone or something else and representing them as one's own original work without properly crediting the source. Plagiarism includes, but is not limited to: copying text, images, charts, or other materials from digital or print sources without proper citation; intentional misrepresentation of work as your own by paraphrasing of items from digital or print sources without proper citation; using translation tools or resources to translate sentences or passages without permission; using a thesis, hypothesis, or idea obtained from another source without proper citation.

Falsification or Deceit: Intentional acts of falsification or serious deceitful misconduct that threaten the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals are prohibited. Falsification or deceit includes but is not limited to: falsifying another person's name on a school-related document such as a test or report; buying or selling test questions or answers; copying secure test materials and providing the materials to others; paying for or receiving anything of value to complete a school assignment.

1st Offense: Students will complete the [Academic Integrity Reflection](#) and discuss it with their teacher for the affected course. Upon completion, they will be eligible to do an alternate assignment for credit as determined by their teacher based on the severity of the offense. Parent contact will be made and the incident will be documented as a minor referral. A zero will be entered into Infinite Campus until the alternate assignment has been completed.

2nd Offense: Students will complete the Academic Integrity Reflection and share it in the context of a student-parent-teacher conference (virtual or in person). Upon completion of the conference, they will be eligible to do an alternate assignment for credit as determined by their teacher based on the severity of the offense. Credit will be capped at a maximum of 59%. The incident and parent contact will be made to document as a minor referral.

3rd Offense: Students will receive a major referral. The assignment will be scored as 0%.

Violations of the integrity policy are monitored over the course of the school year, not in isolation to a specific class or course. It is our hope and expectation that students show academic integrity as a leadership trait and as successful students within our school.

Shaw University Academic Honor Code [[Link](#)]

Academic Misconduct Cases involving academic-related misconduct (e.g., class disruption, cheating, plagiarism and profanity) may come under the jurisdiction of the Judicial Conduct Board. The Office for Academic Affairs has the discretion of addressing academic misconduct or may file a complaint with the Office for Student Affairs and Judicial Services. Suspension may be immediate when an action is of an extreme, hostile nature and endangers the welfare of the student body or any member of the University community. Students will be afforded every privilege related to due process in such cases. All cases considered by the Judicial Committee are confidential and are not open to the public. Members of the Committee shall refrain from discussing cases outside the hearing; however, proceedings may be recorded for potential use in an appeal hearing. Recordings are not available to the student once he or she has exhausted all appeals. To maintain individual privacy, students may only have access to documents they submit. (See Academic Misconduct Policy)

Conduct Violations

The following conduct and any attempt to engage in the following conduct will be subject to intervention and disciplinary action:

1. Academic Integrity - Any form of academic dishonesty which may include, but is not limited to:
 - a. Cheating
 - b. Collusion/assisting any student or member of the university community in violating any of the Academic Misconduct policies and/or procedures.
 - c. Fabrication, Falsification, and Dishonesty
 - d. Misrepresentation of facts or unethical behavior designed to persuade any individual to alter a grade(s).
 - e. Plagiarism
 - f. Unauthorized permission to use signature of another person on academic documents
 - g. Unlawfully accessing and/or securing tests

Types of Academic Dishonesty

Below is a list of common forms of academic dishonesty. The list is not intended to be an exhaustive representation of all the possible forms of academic dishonesty.

Cheating

Cheating is the use or attempted use of unauthorized materials, information, technology, or study aids in any academic exercise. This includes copying from another student, using notes during a closed-book test, or obtaining exam questions in advance without permission.

Collusion / Assisting in Academic Misconduct

Collusion refers to unauthorized collaboration with another person in preparing academic assignments or knowingly helping another individual violate academic integrity policies. This includes completing work for someone else, sharing test answers, or allowing one's work to be copied.

Fabrication, Falsification, and Dishonesty

This involves inventing or altering information or data in academic work. Fabrication is making up information, falsification is altering existing information or data, and dishonesty includes any form of lying or deception related to academic responsibilities.

Misrepresentation of Facts or Unethical Behavior to Alter a Grade

This includes providing false information or engaging in unethical actions with the intent to influence a grading decision. Examples include lying about reasons for missing a deadline, altering a returned assignment, or pressuring faculty through deceitful means.

Plagiarism

Plagiarism is presenting someone else's work, ideas, or words as your own without proper attribution. This includes copying text from a source without quotation marks or citation, paraphrasing without credit, or submitting work completed by someone else.

Unauthorized Use of Another's Signature on Academic Documents

This refers to forging or using another individual's signature without permission on official academic records or documents, such as forms, grade sheets, or letters of recommendation.

Unlawful Accessing and/or Securing of Tests

This involves obtaining exams or test materials without authorization, such as stealing test papers, hacking into digital platforms to view assessments, or using unauthorized means to gain advance access to testing content.

Administrative Misconduct Policy

Shaw University expects all students to maintain high ethical standards in all their coursework. It does not condone academic dishonesty. Actions of "Academic Misconduct" that the University considers as violations of academic integrity include, but are not limited to: Cheating, Aiding and Abetting, Fabrication/Falsification, Plagiarism, and Collusion. This list is not exhaustive; therefore, other actions may be considered as Academic Misconduct.

Any person who observes an instance of Academic Misconduct shall report such alleged violation to the instructor of the course, Department Head, or supervisor. Any instructor who receives information regarding an instance of Academic Misconduct or who otherwise becomes aware of an instance of Academic Misconduct should report such an instance to his or her Department Head.

A student found to have engaged in Academic Misconduct may receive a zero for the assignment. A second incident can result in expulsion from the class and a grade of 'F' in the course. Three or more incidents of plagiarism in a student's college career may be cause for additional disciplinary action. In severe cases of Academic Misconduct, a student may be suspended or dismissed from Shaw University. Students should view the full Academic Misconduct Policy in Moodle.