

The Choice School IB Continuum Academic Honesty Policy

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1. Introduction

The foundation of our community at The Choice School is the principle of honesty. Within our institution, we value and uphold unparalleled honesty and integrity in everything we do. Here, we strive to instill in our students a commitment to leading a life guided by honesty and personal integrity principles. The guidelines and procedures outlined in this document draw inspiration from our school's mission and vision, as well as the qualities embodied in the International Baccalaureate (IB) learner profile.

Throughout the processes of teaching, learning, and assessment, the concept of academic honesty plays a vital role in fostering personal integrity and respect for both individuals and the integrity of their work. Upholding the standards of academic honesty also ensures that every student at The Choice School has an equitable chance to showcase the knowledge and skills they acquire during their educational journey. In all their studies at The Choice School, students are expected to exhibit academic honesty and refrain from engaging in any type of academic misconduct.

To foster a learning environment that promotes fairness, transparency, and responsibility, this Academic Honesty Policy outlines the expectations and consequences related to academic dishonesty within the IB Continuum program.

2. School Mission, Vision, and Philosophy

Mission

The Choice School, anchored in Knowledge, Character, and Health (KCH), provides a safe, inclusive, holistic, happy learning environment in an evolving, diverse world by equipping the students with scientific temperament and social skills to become global citizens in collaboration with a competent, supportive community.

Vision

At Choice School, we envision a passionate learning community that fosters a growth mindset for every student in a happy, caring and stimulating environment, providing them with equal opportunities to discover and develop aptitude and attitude for learning in an equitable environment that inspires and ignites curiosity, creativity and confidence to transform lives and the world.

Philosophy

At The Choice School, we firmly believe that academic integrity and personal character development are essential pillars of a student's education. All students enrolled in the IB Continuum programs are expected to produce original work in every aspect of their studies. Proper credit must be accorded to the creators of resources when referencing them, emphasizing the school's commitment to honesty and integrity. This policy is a comprehensive guide, ensuring our academic environment remains free from falsehoods and unethical practices. It effectively communicates our sincere dedication to this principle.

Both students and educators are responsible for adhering to the codes of conduct and accepted practices delineated in this document, ensuring the utmost respect, recognition, and appreciation for individual efforts and the work of others. Our Academic Honesty Policy has been crafted to cultivate an understanding of international and global institutions' ethical and professional standards, empowering individuals to contribute effectively towards a better and more peaceful world.

The importance of proper citation to acknowledge the originator of work is underscored throughout this policy. This document will delineate the roles and expectations of various stakeholders within the IB community at The Choice School. Furthermore, it elaborates on how the school will handle instances of student academic misconduct and cases of school maladministration, aiming to bolster confidence among students, parents,

the school community, and other stakeholders in the value and credibility of IB grades.

3. Academic Honesty

3.1 Definition and Importance

Academic honesty involves the principles of personal integrity and respect for others' work. At The Choice School, we emphasize the importance of producing original work and properly crediting sources to maintain an ethical academic environment.

3.2 Examples of Academic Misconduct

- Academic misconduct encompasses various forms of dishonest behavior, including:
- Plagiarism: Presenting someone else's work or ideas as one's own without proper acknowledgment.
- Collusion: Assisting another student in academic misconduct.
- Duplication of work: Submitting the same work for different assessments.
- Paraphrasing without citation: Rewriting someone else's work without proper acknowledgment.
- Fabrication of data: Creating false data for experiments or projects.
- Examination misconduct: Violating examination conduct guidelines set by the IBO.

4. Roles and Responsibilities

4.1 Role of Students

- Attend all workshops on referencing and academic integrity.
- Submit original work and properly cite all sources.
- Meet internal deadlines for revisions and proper citations.
- Utilize the school's anti-plagiarism software for submissions.

4.2 Role of Teachers

- Discuss plagiarism and proper research methods with students.
- Set clear assignment requirements and provide citation guidance.
- Monitor for shifts in writing style indicating possible misconduct.
- Review and verify the authenticity of student work before submission.

4.3 Role of IB Coordinator

- Be familiar with IBO regulations and guidelines.
- Educate staff and students about malpractice and prevention methods.
- Cooperate with IBO in identifying and investigating malpractice.

4.4 Role of Parents

- Understand the Academic Honesty Policy and IBO regulations.
- Discuss the importance of academic integrity with their children.
- Cooperate with the school in addressing instances of malpractice.

5. Academic Misconduct Protocol

At The Choice School, we foster a culture of ethical academic conduct, instruct students on proper citation and referencing methods, and offer

continuous assistance to staff and students to proactively deter academic misconduct. Consequences resulting from academic dishonesty or malpractice will be transparently communicated. Before examination sessions, we will conduct discussions with students and their families regarding examination conduct and regulations, and our examination invigilators will undergo comprehensive training regarding the same. Our teachers have the authority to apply sanctions for incidents of academic misconduct, irrespective of the context, whether it is in-class, at-home, or project-based work, including internal assessments or evaluations that do not pertain to official IB examination submissions. Instances of academic misconduct will be addressed in a manner that guarantees fairness, uniformity, procedural justice, prompt resolution, and opportunities for educational growth. Each case will be evaluated individually, and potential penalties may include assignment or assessment failure, semester or year failure, and the possibility of internal suspension. In extreme circumstances, a student may face suspension or expulsion from the school.

As a general guideline, students are subject to the following sanctions for academic misconduct:

a. First Infraction: If a student is discovered to have engaged in academic dishonesty for the first time, potential consequences may encompass, among other actions:

- i. Informing a parent or guardian.
- ii. Engaging in a discussion with the student to underscore the significance of academic integrity and the repercussions of dishonesty.
- iii. Mandating the student to resubmit the assignment or complete an alternative task without any additional scoring benefits.

b. Second Infraction: If a student is discovered to have committed another instance of academic dishonesty, potential consequences may encompass, but are not confined to:

- i. Notifying a parent or guardian.

- ii. Convening a meeting involving the student, parents, and pertinent school personnel to discuss the recurrence of the offence.
- iii. Issuing a formal warning or implementing disciplinary measures contingent upon the seriousness of the misconduct.
- iv. Potential forfeiture of credits for the assessment or assignment.
- v. Mandatory participation in an educational program addressing academic integrity.

c. Multiple Infractions: In instances where a student persistently participates in academic dishonesty, potential consequences may involve, though are not restricted to:

- i. Notifying a parent or guardian.
- ii. Convening a meeting involving the student, parents, and pertinent school personnel to address the recurrent misconduct.
- iii. Disciplinary measures may encompass suspension or expulsion from the IB program.

6. Ensuring Academic Integrity

6.1 Strategies and Tools

- Conduct workshops and discussions on academic integrity.
- Implement anti-plagiarism software for substantial assignments.
- Monitor and review student work for authenticity.

7. Reporting Academic Misconduct

Teachers and staff members must promptly report any suspected or verified occurrences of academic dishonesty to the relevant school authorities. Reporting should be conducted with care, confidentiality, and consideration for the accused student's due process rights.

8. Policy Review

The Academic Honesty Policy for the IB Continuum will undergo regular evaluations to verify its efficacy. The review panel will comprise the school head, the IBcoordinators, the IB librarian, and the DP staff. The next policy

review will be conducted in the next academic year. Copies of this policy will be distributed to students, parents, and staff, and they must acknowledge their comprehension and acceptance of its provisions. By nurturing an environment grounded in academic integrity, the IB Continuum program endeavors to cultivate conscientious, responsible students equipped to tackle future academic endeavors and ethical challenges.

9. Acknowledgement and Acceptance

All students, parents, and staff members must acknowledge their comprehension and acceptance of the provisions outlined in this Academic Honesty Policy. This acknowledgment ensures a shared commitment to upholding the highest standards of academic integrity within the IB Continuum at The Choice School.

Last Reviewed: May 21, 2024