



# Caleb Greenwood Academic Integrity Policy

## Caleb Greenwood Academic Policy Statement

*Anchored in our responsibility to the fundamentals of honesty, trust, fairness and respect, Caleb Greenwood ensures a common understanding of academic integrity as reflected in the principles and practices by all members of the school community.*

## Caleb Greenwood Academic Integrity Policy

At Caleb Greenwood School, we believe that academic integrity is a fundamental value that underpins all aspects of our academic community. We are committed to upholding the highest standards of honesty, trust, fairness, and respect in all educational activities. Our academic integrity policy is designed to ensure that all members of the school community understand and are responsible for upholding these principles and practices.

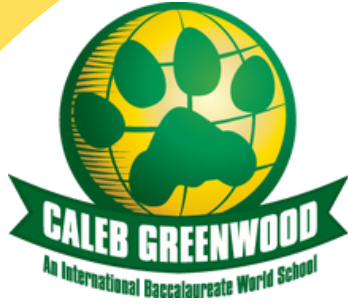
**Honesty:** *We expect all members of the school community to be honest in their academic study. This means that student work must be the student's original work, and any outside sources used must be properly cited and referenced.*

**Trust:** *We believe that trust is essential to the academic community. Therefore, we expect all members of the school community to demonstrate trust in their interactions with others and to maintain confidentiality when necessary.*

**Fairness:** *We believe that all members of the school community should be treated fairly and equitably in all academic activities. This means that all assessments should be based on merit and should not be influenced by any factors other than the quality of the work itself.*

**Respect:** *We believe that all members of the school community should be treated with respect and dignity. This means that all individuals should be free from discrimination and harassment, and all educational activities should be conducted in a respectful and professional manner.*

**Responsibility:** *We hold every member of our school community responsible for upholding academic integrity. This entails ensuring that all submitted work is a product of the student's own effort, and any external sources utilized are appropriately acknowledged through proper citations and references.*



# Caleb Greenwood

## Academic Integrity Policy

### Responsibilities and Expectations of the School Community

All stakeholders will be responsible for and expected to observe the academic principles and practices outlined in this policy.

- *Students will recognize that they are personally responsible for academic honesty and be able to identify what behaviors constitute academic misconduct*
- *Teachers will encourage this engagement by establishing clear and engaging learning objectives and assessment practices*
- *Parents, staff, and school community will be engaged in the process and be provided with examples of the academic integrity policy and strategies for ensuring student engagement and responsibility*

### Mutual Understanding of Terms

Academic honesty requires a mutual understanding of the difference between academic honesty, intellectual property, and plagiarism.

- **Academic honesty:** *performing all academic work without plagiarism, cheating, lying, tampering, stealing, giving or receiving unauthorized assistance from any other person, or using any source of information that is not common knowledge without properly acknowledging the source<sup>1</sup>*
- **Intellectual property:** *identifying and obtaining permission before publication from rights holders of all copyright material used<sup>2</sup>*
- **Plagiarism:** *using someone else's work without giving them proper credit<sup>3</sup>*

### Teaching Practices

Effective teaching practices will support a school culture centered on academic integrity, where a diverse range of approaches is employed to instill the fundamentals of honesty, trust, fairness, respect, and responsibility. Teaching practices will:

- *Guarantee that students are provided with guidance on producing work that is truly authentic and genuine*
- *Foster an environment where students are motivated to approach their work and studies with responsibility and conscientiousness*
- *Provide consistent feedback to students, while also motivating them to actively engage with and apply the feedback received*
- *Cultivate a sense of active responsibility within students for their own learning journey*
- *Assist students in the development and embodiment of the attributes of the IB learner profile*

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<sup>1</sup>"Academic Honesty Definition," Law Insider, accessed August 9, 2023, <https://www.lawinsider.com/dictionary/academic-honesty>.

<sup>2</sup>"Oxford Learner's Dictionaries: Find definitions, translations, and grammar explanations at Oxford Learner's Dictionaries, accessed August 9, 2023, <https://www.oxfordlearnersdictionaries.com/us/>.

<sup>3</sup>"Your Path to Academic Success," Scribbr, August 7, 2023, <https://www.scribbr.com/>



# Caleb Greenwood Academic Integrity Policy

## **Academic Misconduct and Its Consequences**

Caleb Greenwood places great importance on upholding academic integrity. Any instance of plagiarism, or the sharing or receipt of unauthorized information for use in examinations or assignments, will be treated with utmost seriousness and may lead to academic penalties. In such situations, the teacher or principal will promptly communicate with the parent/guardian to inform them of the incident, and if necessary, arrange a conference.

Students found engaged in acts of academic dishonesty, including facilitating such behavior in others, will not receive any credit for the affected assignment or exam. However, they will be provided with an opportunity to rectify their actions by revisiting the assignment or exam, showcasing their commitment to maintaining academic honesty. Depending on the circumstance, individual instructors may also decide on grade-related consequences.

In cases where a student is involved in multiple instances of academic dishonesty, additional administrative actions may be taken, including potential consequences such as suspension or exclusion from participating in extracurricular activities.