

## Academic Honesty Policy

Honesty and integrity are among the key values that Greenfield College instills in its students. It expects it from all students and requires parents, guardians, teachers, and the whole administration to support it. These values are to be displayed continuously in the student's work and behavior throughout their academic life and beyond.

Respecting every student individually, using positive reinforcement with regard to their work and behavior, displaying the strength in honesty and weakness in its counterpart, builds the confidence necessary to help in maintaining an honest approach to working and submitting work. We believe that more stress should be put on the effort to do the work and the creative matter involved rather than on the judgment of its result.

### Academic Dishonesty for Students

#### Cheating

*including but not limited to*

- Using any material that has not been specifically authorized by the teacher
- Fabricating information
- Obtaining information from someone else's work
- Having any assigned work done by someone else

#### Plagiarism

- Copying information and displaying it as one's own work

#### Tampering

- Tampering with teachers' material and resources
- Entering and manipulating school data without consent
- Impersonating the school on social media or any other form of communication

#### Abetting

- Assisting anyone in an academic dishonest behavior
- Providing unauthorized material to anyone

#### Collusion

- Presenting one's work as the work of others
- Producing work that contains interpretations identical to others

## **Role of Stakeholders**

### *Parents, guardians*

Parents and/or guardians are expected to have read the school's academic honesty policy and to adhere to it. They are to reinforce the values in their children and support the consequences of dishonest behavior.

### *Teachers*

Teachers are expected to be fully aware of the school's academic honesty policy and to enforce it without bias or prejudice.

Teachers are expected to practice academic honesty by acknowledging all the work they present, and maintain confidentiality of students' records, teacher conferences and academic results.

Teachers are not only supposed to detect malpractice but also teach students how to prevent it.

Teachers should promote academic honesty by continuously reinforcing the values of honesty and Integrity.

### *Administration*

The Administration shall make all students and stakeholders aware of the school's academic honesty policy and shall be rigorous in enforcing it. It shall do its best to include parents and or guardians in the reinforcement procedures it undertakes to uphold this policy.

The Administration should organize workshops that provide proper training and guidance to teachers to help them prevent and detect malpractice in their classes.

The Administration should ensure that the librarian is trained on all issues related to malpractice and referencing styles so that she will be able to help students use reliable information from different resources.

The Administration should ensure the availability of the online and IT service that can help all teachers detect plagiarism.

The Administration should be firm in dealing with any kind of malpractice and applying all the sanctions associated with it.

## Consequences

### First offense

- A grade of zero is given to the work in question
- A notification is sent to the Parent/Guardian and a meeting is held with them and the student
- The student is reminded of the academic honesty policy and its consequences
- A warning is given to the student
- A note is placed in the student's file detailing the offense and the student's explanation
- A student will be deprived of the "Merit" grade

### Second offense

- A grade of zero is given to the work in question
- A notification is sent to the Parent/Guardian and a meeting is held with them and the student
- The student's general average for that term is lowered by 10%
- The student is placed on probation
- The student may be dismissed from school for two days depending on the infraction
- The student loses leadership roles they may carry in school or any of its extracurricular activities
- The student loses any mention of awards he/she might have received
- A note is placed in the student's file detailing the offense and the student's explanation

### Third offense

- A grade of zero is given to the work in question
- A notification is sent to the Parent/Guardian and a meeting is held with them and the student
- The student's general average for that school year is lowered by 10%
- The student may be dismissed indefinitely from the school
- A note is placed in the student's file detailing the offense and the student's explanation

## Academic honesty and the IB

All the above rules apply to IBDP students with the following alterations.

- Signing the school's academic honesty policy is a requirement for all students registered for the IB.
- The policy is explained and promoted in reference to the IB learner profile in a tutorial planned for this purpose.
- When the first drafts of IB assessments are suspected of malpractice, students will be asked to revise and resubmit their work.
- A coversheet for every final draft of IB assessment should be signed. This sheet confirms the authenticity of the student's work.
- When malpractice is suspected after signing the coversheet and submitting the final version, the school shall inform the IB to carry out further investigation.