

Future Leaders International Private School

Focus, Lead, Innovate and Succeed

Academic Honesty Policy

This policy should be read in conjunction with the following publication:

- Student/Parent Handbook (posted on the school’s website)
- Multi Linguistic Approaches Policy (posted on the school’s website)
- Assessment Strategies Policy (posted on the school’s website)
- Code of Conduct (posted on the school’s website)

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Rationale

School Mission and Vision

Vision

To prepare today's generations to lead tomorrow's generations towards being better global minded and skillful leaders.

Mission

As facilitators, we guide and support our future leaders in focusing, leading, innovating and succeeding by promoting the inquiry for and acquisition of knowledge and skills that ensure that they are ready to face and overcome the 21st century challenges.

Academic Honesty is the basis and the foundation of our values, and it is the common core between all the traits of our learner profile. Any student who will not gain and possess the Academic Honesty traits will not be a member of our school's family, because the school's tolerance regarding Academic Honesty is Zero, and any infractions by students related to academic honesty will be taken to the disciplinary committee who will be very strict in its decisions based on the school's code of conduct and ADEK's disciplinary rules and procedures.

A student can't gain traits of our school's learner profile as : respect, open mindedness, independence, truthful, honesty, integrity, creativity, innovation and passion to learn, if he/she is not honest academically via himself or herself and via his/her environment. It is our duty to make sure that all the above traits are nurtured within our students without exception, and that's why one of our main layers within our multi – layered curricular approach is the school's learner profile.

This policy along with all our policies will be shared with all parents, students and related stakeholders. The school believes that Parents School Mutual Partnership is a crucial layer in Education, and that's why our approach with parents is based on full participation and collaboration in the school's major policies and decisions via their membership in different steering committees and via the Parents Facilitator Association.

It is the policy of our school that:

- All students without exception understand, and implement the rules and the importance of the Academic Honesty as a common core trait for all their traits.

- All students acknowledge that all work produced is their authentic work
- All students follow and respect all the disciplinary rules of the school and pledge to respect and implement the school's code of conduct regulations and standards.
- Students must follow the Academic Honesty Policy Rules at all times for all types of formative and summative assessment.

The main aim of this policy is to promote good academic practice and create a school culture that nurtures academic honesty as a common core trait. Other than the main aim there are other crucial aims behind the implementation of this policy:

- a- Enabling students to understand and gain the academic honesty trait.
- b- Ensuring that students follow the guidance of their facilitators, and all other faculty members when completing their work (research papers, tests, weeklies, essays, orals, projects, etc.)
- c- Convey to the students the ZERO Tolerance approach from the school administration in everything related to Academic Honesty.
- d- Explain and guide the students that they play the major role in ensuring that their work is academically honest
- e- Explain to them the severe measures and consequences that will be taken against them of found guilty of malpractice or plagiarism.

What is Malpractice

Malpractice has different aspects that are defined below so that students understand them and make sure that they are away from those aspects.

Reminding that the school organizes at the beginning of the year, intensive orientation sessions for the student teaching them how to cite properly and explain to them the different aspects of malpractice.

- a- ⁱPlagiarism: Plagiarism is the representation of the ideas or works of another person as one's own. The following are the most important guidelines to avoid plagiarism :
 - Information can't be taken from websites without acknowledgment
 - All ideas and works (photos, schemes, maps, diagrams, charts, illustrations, smart art charts, any form of data) of another person or entity must be acknowledged in the same way as a quotation from a book, following the "Chicago" citing and referencing method applied by the school.
 - All web sites from which information is obtained must be referenced and cited.

- Claiming that someone else's work is yours is intellectual property theft and is considered malpractice.
- b- ⁱⁱDuplication of Work: This means the submission and the presentation of the same work by a student for different assessment components.
- c- Cheating in Assessments and Examination : To ensure that no cheating occurs , students must follow the proctor's instructions at all times based on the school's proctors' policy, and the students must make sure to abide by the examinations rules displayed and distributed to them at the beginning of the examination year.
- d- ⁱⁱⁱCollusion: This means supporting malpractice by another student, as in allowing one's work to be copied or submitted by a student. Emphasis is placed on the distinction between legitimate collaboration and unacceptable collusion.
- e- ^{iv}Paraphrasing : Paraphrasing is rewriting a text or a passage using other words. Students are allowed to paraphrase as long as they acknowledge the source used.

Detecting, Investigating and Penalizing Malpractice

The Disciplinary Committee, along with the senior administration will make sure that the school's academic honesty procedures are followed , and in case of any malpractice suspicion, an in – depth investigation will be carried away by the school and necessary measures will be taken with a ZERO tolerance approach.

STUDENT & PARENT ACKNOWLEDGMENT

Kindly sign this form below to confirm that you have read, understood and agreed to abide by all the policies stated in the following documentations (posted on the webs site)

- *The School's Academic Honesty Policy*
- *The School's General Parent/Student Handbook*
- *The School's Multi Linguistic Approaches Policy*
- *The School's Assessment Strategies Policy*
- *The School's Code of Conduct*

I have read, understood and agreed to abide by all the rules and regulations stated in the above mentioned policies and publications. I also certify that all work I will submit to the school is my work.

Student Name: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent Name: _____

Parent Signature: _____ **Date:** _____

STEERING COMMITTEE MEMBERS

- Principal
- Vice-Principal
- A Head
- A Supervisor
- A Student
- A Parent

This policy is revised and updated if deemed necessary at the beginning of every academic year by the Steering Committee.

BIBLIOGRAPHY

Academic Honesty Guide first published August 2009, Updated July 2011, Published by the International Baccalaureate Organization, Switzerland.

ⁱ *IBO, Academic Honesty Guide first published August 2009, Updated July 2011, Published by the International Baccalaureate Organization, Switzerland.*

ⁱⁱ *IBO, Academic Honesty Guide first published August 2009, Updated July 2011, Published by the International Baccalaureate Organization, Switzerland.*

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