POLICY #1.001
REGULATION 1.001R

YingHua International School

Academic Integrity Policy and Regulations

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ACADEMIC INTEGRITY POLICY (POLICY 1.001)

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ACADEMIC INTEGRITY POLICY (POLICY # 1.001)

I. Academic Integrity Policy Rationale

The YingHua International School Board of Directors supports the International Baccalaureate's core belief that "academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic, and honest scholarly work" (*I.B. Academic Integrity Policy*, p.3).

The Board also acknowledges that "during the learning journey, students need support in understanding that academic integrity is fundamental in their development into responsible and caring world citizens of the future. By supporting learners, a culture of self-respect and respect for others can be nurtured and developed" (*I.B. Academic Integrity Policy*, p.5).

The Board believes that this policy is important in maintaining fairness, trust, and credibility in school assessments of student work.

The Board understands that supporting and developing academic integrity requires active participation of the Board, administration, teachers, support staff, parents and students.

II. Academic Integrity Policy Goal and Connection to YHIS Mission

The goal of the Academic Integrity Policy is to cultivate a safe and encouraging learning environment for students to acquire knowledge and think critically and creatively. Our mission is "*to enable academic excellence and prepare students for compassionate, effective, and ethical global citizenship by facilitating English- and Chinese-language acquisition and instilling a passion for lifelong learning.*" The policy exemplifies one of the school's core values, "Integrity." The Academic Integrity Policy and Regulations offer guidance for teachers' teaching and students' learning as YHIS educates its students on how to be **principled, open-minded thinkers and inquirers**.

III. Policy and Regulation Review

The Board will review this Academic Integrity Policy at least every three years. The Head of School and the administrative team will review the regulations annually. Faculty, parents, and student feedback on the policy and regulations may be considered and addressed as the administration deems fit. The school will keep all stakeholders informed about any updates to the policy and regulations.

ACADEMIC INTEGRITY POLICY REGULATIONS (POLICY # 1.001)

(to be included in parent/student and teacher handbooks)

I. Community Responsibilities

Our school's approach to academic integrity is grounded in the five fundamental values of honesty, trust, fairness, respect, and responsibility. These principles guide our expectations for faculty, students and families, ensuring a culture of integrity in all learning experiences.

- **School Rights & Responsibilities**
  - The school has the right to expect that all members of the community uphold academic integrity and adhere to school policies.
  - The school administration team is responsible for maintaining fairness and consistency in implementation of the policy regulations and protocols and for ensuring an alignment with the policy. They shall review the policy regulations and protocols every year to ensure they reflect any significant changes in the learning world. The administration team will ensure that faculty, students, and parents are provided learning opportunities and programs regarding academic integrity and are kept informed through school publications and announcements of any changes in policy or regulations.

- **Faculty Rights & Responsibilities**
  - The Faculty have the right to expect that students engage in learning honestly and follow academic integrity guidelines.
  - The Faculty shall ensure that students understand and practice academic integrity by upholding honesty, trust, fairness, respect, and responsibility in their learning and submissions of work.
  - The Faculty are responsible for:
    - Promoting academic integrity;
    - Providing explicit instruction and clear expectations with rubrics or examples of work on topics such as citing sources of information, properly using technology, maintaining integrity when using AI;
    - Preventing and identifying malpractice at all grade levels and in all subjects through instruction and thorough review of student work;
    - Exemplifying IB Learner Profiles as "Principled, Open-Minded, Thinkers and Inquirers;"
    - Providing clear guidance of acceptable collaborative work and criteria of the assessments and offering opportunities for students to reflect and revise their work; and
    - Refraining from sharing any advantageous information to specific students including their own.

- **Parents' Rights & Responsibilities**
  - Parents have the right to be informed about academic integrity expectations and to receive clear communication from the school.
  - Parents shall:
    - Provide support for their children in developing principled learning habits and understanding the importance of integrity;
    - Understand the importance of school-integrated assessment approaches and foster students' passion for their learning;
    - Ensure students understand the ideas in the Academic Integrity Policy;
    - Recognize what constitutes cheating and plagiarism; and
    - Encourage child(ren) to practice academic honesty, take ownership and responsibility for their homework, assignments, and assessments, have passion to be lifelong learners and grow as ethical global citizens.

- **Students' Responsibilities**
  - Students have the right to receive guidance on academic integrity and clear expectations about ethical academic practices that are scaffolded and appropriate for their developmental age.
  - Students shall:
    - Understand that all assignments and assessments are tools for letting the teaching team know students' learning progress by providing learning evidence;
    - Take ownership of their work, complete their work (including homework, assignments, and assessments) with care, and submit their work in a timely manner;
    - Take responsibility for their own learning to do their best for each assignment to practice their Approaches to Learning (ATL) Skills (*see appendix 1*);
    - Seek advice from teachers in advance or afterward if they encounter challenges;
    - Learn and acknowledge other people's work in various formats by citing their sources with teacher's guidance;
    - Not engage in any form of academic dishonesty at any time;
    - Inform faculty or school administration when they are aware of academic dishonesty;
    - Work collaboratively only in appropriate circumstances; and
    - Act with honesty, trust, fairness, respect, and responsibility by seeking guidance when uncertain about academic expectations or integrity standards.

II. Academic Misconduct Definitions

- Plagiarism: to steal and pass off the ideas or words of another as one's own; to use another's production without crediting the source; including:
  - Directly copying from any source without citation;
  - Not including a bibliography or works-cited page;
  - Copying word for word from oral, printed, or internet sources without appropriate acknowledgement;
  - Directly copying and pasting texts from Google translation without writing in one's own words or without critical thinking and applying the vocabulary learned; or

- Paraphrasing another's original ideas without citation.

- Cheating: to gain an unfair advantage by acting dishonestly or unfairly; including:
  - Receiving direct answers from someone who has already finished the homework, assignments, or assessments;
  - Looking at other students' papers during any assessment;
  - Using notes, calculators, or pre-written answers without teachers' permission;
  - Submitting homework, assignments, or assessments done by one person but with a different person's name;
  - Communicating answers to another person in school or outside of school during formal assessments or standardized tests; or
  - Using internet resources to seek the answers for quizzes, assessments, or standardized tests.
- Collusion: secret agreement or cooperation especially for an illegal or deceitful purpose; including:
  - Helping someone else to cheat either deliberately or through support;
  - Allowing your work to be copied and/or submitted by another student;
  - Writing a paper or doing homework for another student; or
  - Sharing information about assessment content or questions.

v *Teachers and students should define and agree upon the definition of "collaboration." Teachers and students should reflect and ensure all the learners have equal opportunities and responsibilities of any collaborative work.*

III. Procedures in Response to Academic Misconduct

- When any member in our community reports misconduct, the Head of School or their delegate will interview all members involved and collect evidence of the alleged misconduct.
- The Head of School will factor in the student's social-emotional development and guide the student to understand the importance of having integrity and being a Principled IB Learner.
- The Head of School or their delegate will call a meeting with the student and parents if misconduct is found.
- The student will reflect on their misconduct with the teacher(s), meet the school counselor and meet with the Head of School or their delegate.
- The Head of School's decision will consider the student's motive, intention, and reflection to determine the consequence.
- When an external organization is involved in organizing student evaluations, the response of the Head will be equal to or greater than that mandated by that organization.
- Possible consequences may include:

- the development of a remediation plan focused on increasing student understanding of the negative impact of their actions and alternative actions that could have been taken;
- receiving “Zero” for the homework, assignment, or assessment;
- writing apology letters to teachers, Head of School, parents and/or classmates;
- in-school suspension;
- out-of-school suspension; or
- expulsion.

IV. Signature Signifying Reading and Understanding By Students and Parents

Signature of reading and understanding the Academic Integrity

Policy Parent’s Name: Signature: Date:

Student’s Name: Signature: Date: Grade: