

JM Academic Integrity Policy

Revision date: 13 March 2022

JM Academic Integrity Policy

JM Vision Statement	3
JM Mission Statement	3
Values	3
IB Mission Statement	4
IB Learner Profile	4
Academic Integrity	5
Integrity Spirit	7
Preventive Measures to avoid Academic Dishonesty	8

JM Vision Statement

Jesus & Mary (JM) School, a Christian Center of Education, wholeheartedly embraces the education of the whole person, and actively participates in maximizing every learner's potential.

Jesus & Mary, a trilingual school, aims to equip the learner with a rigorous education and nurture young women and men who are vessels of faith, joy, and hope, lifelong learners, responsible Lebanese citizens, and caring individuals open to diversity and other cultures.

JM graduates are distinguished communicators, role models in society, and dedicated advocates of justice and peace.

JM Mission Statement

Anchored in Faithfulness, Yearning for Excellence

Values

Enriched by the contribution of each of its members, Jesus & Mary School systematically endeavours to develop the following values in its learners:

Academic: to nourish the quest for knowledge, the search for excellence, and the commitment to academic integrity, and to value multiple perspectives and intercultural understanding through languages, inquiry, critical and creative thinking, and interactive methodologies.

Spiritual: to reflect God's presence in every form of life and call for His honour in words and in deed, to protect, serve, and preserve the common human, cultural and ecological heritage, thus bearing the fruits of the Holy Spirit.

Moral: to educate the conscience, to develop a sense of moral goodness and hunger for the truth, and to live in faithfulness and integrity.

Social: to reflect a thorough understanding of and respect for every person's rights, and to embody human solidarity, social justice, and empathy.

Civic: to instill the genuine love and respect for Lebanon 'The Message', to defend Lebanon's sovereignty and independence, and to appreciate global interrelatedness and diversity.

(Jesus and Mary School, 2021, jmrab.edu.lb)

IB Mission Statement

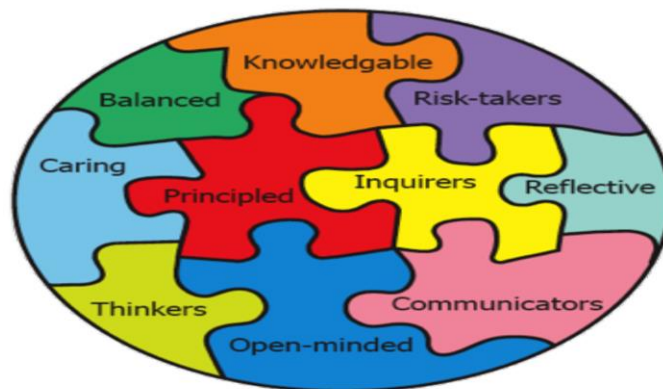
The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

(International Baccalaureate Organization, 2019)

IB Learner Profile

As stated in the JM Mission Statement, the school aims to develop the academic, moral, social, and civic values of its learners, ultimately resulting in internationally minded people who make the world a better place. In order to accomplish the IB mission statement, the learner strives to acquire ten attributes to help him/her not only develop academic skills such as critical and analytical thinking, researching, but also to be compassionate and caring individual.

The IB learner profile is summarized in the following:



(International Baccalaureate Organization, 2019)

As humanity is at the center of education, so is integrity. To maintain a culture of fairness, respect, and honesty, the IB Mission Statement and Learner Profile are key components to model and live by, therefore resulting in responsible citizens.

Academic Integrity

Academic Integrity is being true to oneself whether others are watching or not. It helps demonstrate and uphold the highest standards in all academic work. In simpler terms, any submitted work must be the product of the student's own thinking and hard work. When faced with adversity, a learner's academic honesty remains intact by taking the right ethical decisions, by asking questions, and by following instructions. The International Baccalaureate defines it as "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" (International Baccalaureate Organization, 2019).

In alignment with the IB mission statement that aims to develop inquiring, knowledgeable and caring young people who make the world a better and more peaceful place, a Jesus and Mary School student thrives to bring a positive change in the small community and beyond by reflecting the values of the program and of the school. Inquiry, risk-taking, communication, responsibility and care are among the qualities the school aims to develop and instill in the spirit of its learners. As stated by the IB community, it is crucial to promote academic honesty because those who "breach the regulations of academic work will find it easy to contravene the conventions in other fields".

To avoid academic dishonesty, it is important to consider the following academic malpractices:

Plagiarism

Plagiarism is defined as, "the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear, and explicit acknowledgment" (Garza). It is a serious form of cheating because it is stealing someone else's intellectual

property and passing it as one's own. Proper citation is a key component in academic scholarship because it shows respect for the work of others and helps the reader distinguish the originality of the submitted work.

It is worth noting that IB randomly checks candidates' work for plagiarism.

Collusion

Collusion is taking unauthorized material into an examination room as well as stealing examination material. It is having a passing grade at an assignment, quiz, test, or exam with the help of another student in an unauthorized collaborative work. Collusion is a serious offense that is no way tolerated in school and is dealt with as a deliberate disruptive behavior. The International Baccalaureate considers collusion as a set of behavior that gains an unfair advantage of one student or more over another. It is not to be confused with legitimate collaborative work permitted by the teacher of the subject, in which the final results of an experiment are documented independently by each student.

Collusion is also described as acquiring information prior to the test and getting answers and questions from someone who has already taken the test or exam.

Cheating

The sole purpose of all *Jesus & Mary School Rules and Regulations* is to help students develop their full potential and become self-disciplined role models for others. Therefore, cheating is not tolerated and is categorized as a serious misbehavior. Examples include copying the work of others and presenting it as one's own, providing and receiving answers during tests and exams, and fabricating results not necessarily obtained through classwork or experiments.

Avoiding academic dishonesty also entails distinguishing between the following academic practices:

Quoting

Quoting is using the *exact* words as used by others indicated either by quotation marks or by indenting and spacing longer quotes according to the APA Style Guide. An in-text citation is required for proper referencing.

Paraphrasing

Paraphrasing is providing information in a condensed form. Words and phrases can be changed but the overall meaning is the same as the original. When paraphrasing, the student uses *his/her own words* and gives value to the work of others by always citing properly.

Summarizing

A summary is shorter in length than the original text and involves putting the main ideas in the student's own words. It is also necessary to attribute the summarized ideas to the original source (in-text citations).

Academic Honesty should live in the classroom and not on the shelf of the school's administration (*International Baccalaureate, 2014*).

Integrity Spirit

The Academic Integrity policy is made available and clear to all parties. Students, teachers, administration, staff members, parents or legal guardians are all informed of the policy and are responsible for safeguarding and supporting any consequences that

may follow a misconduct. Like any other signed document that obligates the person to hold his/her word, students pledge (Honor Code) in writing to be original and principled in any written assessment and sign that they will not receive or give any assistance in a test or exam.

Teachers play a significant role in devoting time to teach research skills and be role models by making sure all the handouts given to the students are well referenced.

Preventive Measures to Avoid Academic Dishonesty

The IB philosophy encourages students to be original, reflective, caring, and principled in any written or oral assessment. At JM, students sign a pledge that they will not receive or give any assistance in a test or exam.

Role of the Librarian

Since the school library strives to support students in completing their assignments and Extended Essay, it has to be equipped with the necessary tools to help the learners complete their papers and safeguard the documentation process. Walking hand in hand, the library staff and teachers can provide support on research methodology, digital literacy, online database, originality checking, and plagiarism prevention services.

Role of the Students

Students are expected to know that they cannot resort to plagiarism, collusion, deception, or any kind of cheating.

They are also required to cite properly whether in-text-citations or prepare a bibliography page (References) to give value to and acknowledge the academic work of others.

In this respect, the library and its resources (physical and digital) have a key role in gathering the data and referencing it according to APA. Citations should reference any given work whether visual, audio, graphic, interviews, maps, etc. Moreover, learners need to plan their time wisely to avoid missed deadlines.

Role of the Teachers

Teachers are expected, in class and in every subject, to teach and offer guidance on how to cite according to the referencing standards.

Use *Turnitin.com* as a guide to identify any academic malpractice.

Uphold the standards of the policy in testing, marking, and examination process.

Responsibility of the Parents or Legal Guardians

Parents or legal guardians are expected to read and understand the principles of the school's academic integrity policy and the IB learner profile and pledge to support the consequences that may follow a breach of the institution's academic integrity.

Role of the Staff and Administrators

Coordinators and administrators are expected to differentiate between minor and major infringements.

Moreover, they have to schedule sessions for teachers to update the guidelines of the policy and schedule sessions to develop the students' understanding of the academic integrity.

Malpractices and Measures

As explained by the IB Community, most students don't intend to cheat and realize the importance of academic honesty in increasing their credibility in the present and future times. And while academic malpractices are either accidental or intentional (premeditated); consequently, the corrective actions differ between minor, major, and serious offences.

Please refer to the table for details:

Malpractice	Offence	Disciplinary Measures
Copying from another student during a test or exam	Major	<ul style="list-style-type: none"> - Zero on test or exam - 25 % deduction of the final grade - Not allowed to sit for a make-up test or exam
Reading an abridged version of a book instead of the original one	Minor	<ul style="list-style-type: none"> - Oral warning
Turning a homework copied from another student	Serious	<ul style="list-style-type: none"> - Redo the assignment - Write an apology letter
Copying sentences from a book, journal or the internet without citing them	Major	<ul style="list-style-type: none"> - Rewrite the assignment
Unauthorized collaborative work when the teacher asked for individual	Major	<ul style="list-style-type: none"> - Written warning by the IB Diploma Coordinator

Using unauthorized material during a test or exam	Serious	<ul style="list-style-type: none"> - Academic probation - Semester suspension from classes
Stealing someone else’s paper and passing it as one’s own	Serious	<ul style="list-style-type: none"> - Meeting with the relevant student, parents, teacher, and IB Diploma Coordinator - Forbidden to take part in CAS - Exclusion from the IB Exams

When a major or serious misbehavior is committed, the Disciplinary Council at Jesus & Mary school meets to decide the suggested procedures as well as the corrective measures (*Rules & Regulations*). The Disciplinary Council includes the Head of the School, the IB Diploma Coordinator, the Principal, and the Dean of Discipline. Once the council reaches its final decision, the relevant student, teacher, and parents are informed.

References

International Baccalaureate (2019). *Academic Integrity*. <https://www.ibo.org/>

International Baccalaureate (2014). *Academic Honesty, Principles to Practice*, <https://www.ibo.org/>

International Baccalaureate Organization (2014). *Effective Citing and Referencing*, <https://www.ibo.org/>

jmrab.edu.lb

The Policy was written in the Academic Year 2020-2021

Committee members: Lynn Sakr (Head of the English Department) – Sandra Yazbec (Extended Essay Coordinator) – Rewa Khoury (Librarian) – Nathalie el Hani (IB DP Coordinator).

Policy Review March 2022: Father Moussa el Helou (Rector) - Father Antoine Ghazal (Academic Supervisor) - Nathalie el Hani (IB DP Coordinator).

Next Review: March 2023