



Academic Honesty Policy

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I. Introduction

The International Baccalaureate aims to encourage learners to be inquirers, forming and creatively answering questions on their own and communicating them in varied ways. Nowadays, information is accessible and within their reach through technology and other resources. This policy serves as a guide as the learners navigate through the rich sources of information, making sure that academic honesty is one of its core.

IB defines academic honesty as making knowledge, understanding, and thinking transparent. Transparency of knowledge is applied in the curriculum by making sure that sources or references are correctly cited. This encourages students to be responsible for the information they have access to.

This Academic Honesty Policy is anchored from the TMTCS Student Handbook which is a product of collaboration by all of the stakeholders.

II. Responsibilities

2.1 Student

A TMTCS student should always exhibit honesty and integrity on all occasions. He/She is expected to

- Be accountable for their own work.
- Give credit to where credit should be given.
- Refrain from copying other people's work without citing the source.
- Reference sources using APA format or another age-appropriate format for each grade.

2.2 Teachers

It is the responsibility of the teachers to facilitate the inquiry process and guide the children in their tasks. The teachers are expected to model appropriate behavior and engage themselves in the learning process so that evaluation and feedback are always ongoing. During this process, teachers are expected to remind learners on the importance of integrity as well as provide opportunities in learning the correct process of citing and giving credit to texts and academic documents.



2.3 School

It is the responsibility of the school administration to maintain fairness and consistency in dealing with issues regarding integrity. It is their task to provide sound judgment in situations that involve the learners. Training and information drives amongst the school community should be done when needed.

2.4 Parents

Parents are partners in the holistic development of the learners. Parents are expected to work with the school in inculcating academic honesty and helping learners do things the right way all the time.

III. Corrective Procedures

Here are the disciplinary procedures done by the school for any academic misconduct:

3.1 An incident report must be submitted by any witness to the incident to the Head of Discipline.

In case of plagiarism, the submitted work should be run through online plagiarism checkers such as the Grammarly website or the built-in plagiarism checker in Google Classroom.

3.2 The Principal investigates the incident/case through a conference with the following:

- a. Learner/s concerned
- b. Class adviser/s
- c. Head of Discipline
- d. Other witnesses to the incident

3.3 The Adviser, Head of Discipline, and the Principal will then inform the parents through the children's diary, letter, or by phone.

3.4 The guidance officer and parents collaboratively address the misconduct and process with the learner and avoid repetition of the act.

IV. Disciplinary Procedures



The following are considered Major Offenses and subject to sanctions under that particular classification:

4.1 Cheating in any form;

- a. Cheating in quizzes, long tests, and quarterly tests
- b. Possession of “cheat sheets” during exams
- c. Submitting assignments, and projects of others as one’s own
- d. Committing plagiarism
- e. Leakage

4.2 Falsifying school documents and legal documents

Sanctions for Major Offenses are on a case-to-case basis, usually decided upon by the Adviser, Head of Discipline, and the Principal. Age appropriateness and severity of actions are considered. Here are some possible sanctions

- Suspension (maximum of 5 days)
- Community service
- Strict Disciplinary Probation
- Failing grade in the corresponding domain in the Character Development
- Non-readmission
- Non-issuance of Certificate of Good Moral
- A score of zero (0)

Policy Review

This policy should be reviewed by the academic community yearly.

V. Bibliography

- “TMTCS Student Handbook”. 2018.
“Academic Honesty in IB education context”. 2014