

**Bodine High School for International Affairs**

**International Baccalaureate Program**

**Academic Honesty Policy**

*Principled students act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.*

*IB Learner Profile*

**Introduction/Rationale**

At Bodine High School, we recognize that the development of internationally minded, principled scholars requires deliberate and comprehensive instruction regarding academic honesty. The unprecedented availability of information in our world today offers students many valuable opportunities for learning, critical thinking, and research, but it is imperative that they treat the intellectual property of others with scholarly integrity. This Academic Honesty Policy supports the IB Learner Profile by encouraging students to be inquisitive and responsible in their academic pursuits. The purpose of this document is to ensure that all members of BHSIA community have a common framework for a shared understanding of academic honesty.

**General Statement of Policy**

*The following information appears in the student handbook.*

The Bodine Academic Honor Code sets appropriate standards for intellectual and personal integrity. All students are expected 1) to do the work required to attain mastery of the curriculum and 2) to avoid both the act and the appearance of cheating, plagiarism or fraud of any kind, regardless of the type of task or assessment involved (homework, quizzes, tests, essays, projects, research papers, oral presentations, etc.). All work represented as the student’s own must be the product of his or her individual research, study, writing, and recollection. The penalties for academic dishonesty are consistent with the severity of the offense. Students who cheat on major assessments, plagiarize published work from print or electronic sources, misrepresent another person’s work as their own, share test questions or answers or permit the unattributed use of their work will receive a failing grade on the assignment, forfeit participation privileges and risk failure in the course for the marking period. Students who cheat or misrepresent another person’s work as their own with respect to class work and homework will receive a zero on the assignment and will be subject to discipline based on the Student Code of Conduct. Students who produce or are found in possession of documents that may be used for cheating are similarly subject to failure for the test/assignment, and possible failure for the marking period. All violations of the Honor Code will be documented and referenced in connection with applications for the National Honor Society and other academic distinctions.

Students in the International Baccalaureate Diploma Program are subject to these consequences as well as those specific to their program, as articulated below. IB students and their parents agree to adhere to this policy by signing a declaration of honor upon admission to the program.

**Definitions**

Academic Misconduct

IB Regulations define misconduct as behavior (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component.

Types of Academic Misconduct:

* Plagiarism: the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgement. This includes intentional and unintentional instances.
* Collusion: supporting misconduct by another candidate, as in allowing one’s work to be copied or submitted for assessment by another
* Duplication of Work: the presentation of the same work for different assessment components and/or diploma requirements
* Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate

Misconduct also includes:

∙ Making up data for an assignment.

∙ Falsifying a CAS record.

∙ Taking unauthorized material into the examination room, including a mobile phone, an electronic device, own rough paper, notes, etc.

∙ Misbehaving during an exam, including any attempt to disrupt the examination or distract another candidate.

∙ Copying the work of another candidate.

∙ Referring to or attempting to refer to, unauthorized material that is related to the examination.

∙ Failing to comply with the instructions of the invigilator or other member of the school’s staff responsible for the conduct of an examination.

∙ Impersonating another candidate.

∙ Including offensive material in a script.

∙ Stealing examination papers.

∙ Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination

∙ Using an unauthorized calculator during an examination.

∙ Concealing and/or using unauthorized software on a graphic calculator, particularly, but not only, during examinations.

**Staff Responsibilities**

We recognize that the development of the skills identified in the Learner Profile is a process. We acknowledge the need to meet students where they are academically and emotionally, and we are committed to provide necessary support as they become more knowledgeable, reflective young adults by encouraging and teaching good academic practice.

Bodine High School teachers:

* provide candidates with examples of conventions for acknowledging

 sources.

* teach MLA, APA, and Chicago documentation styles, depending on discipline.
* give specific guidelines that encourage candidates to develop their own ideas through building on prior knowledge, problem solving, comparison, precise hypothesis, analysis etc.
* discuss the benefits of submitting assignments that are correctly cited.
* devote time to teach and practice these skills until students master the skill of referencing.
* act as role models in their own practice by making sure shared materials are correctly referenced.
* inform students of the consequences of academic dishonesty.
* follow the guidelines set forth by IB and report incidents of misconduct to the coordinator.

**School Commitment**

Bodine High School strives to nurture responsible, principled global citizens who become lifelong learners.

We have a site license for turnitin.com, the leading originality checking and plagiarism prevention service. It is the responsibility of the school to provide Diploma and Certificate Candidates and their families with a copy of *General Regulations: Diploma Programme* and to establish and enforce the Academic Honesty policy and articulate it to all stakeholders. The school will fully support IB’s guidelines for authenticating candidates’ work and provide appropriate print and web-based documentation resources for student use.

Prior to May examinations, students engage in mock exams in their classrooms. During these events, all aspects of the Code of Conduct are enforced, allowing students to experience an IB exam in a lower stress setting. This also serves to inform students about proper procedures and remind them of the serious nature of offenses.

**Student Responsibilities**

Above all, Bodine IB students act responsibly. They understand that academic dishonesty has serious consequences and can result in dismissal from the program. They agree to acknowledge fully and in detail the work, thoughts, or ideas of another person if incorporated in work submitted for assessment and to ensure that their own work is never given to another candidate, either in the form of hard copy or by electronic means, knowing that it might be submitted for assessment as the work of that other candidate.

**Role of Families**

Parents are our partners, and we expect them to be familiar with all aspects of the Bodine IB program. Parents are invited and encouraged to attend Information Sessions, as well as one on one report card conferences. IB documents are available on the school’s website for parents to review at their convenience. Most importantly, conversations about academic honesty that take place in the home are essential to student growth.

**Student Support**

* English Department tutoring is held once a week and IB teachers are available at lunch, during advisory, and after school.
* There is an annual review of documentation styles and purpose in all classes.
* Students are encouraged to engage in open dialogue with their teachers and each other to prevent unintentional violations.
* Teachers structure assignments and tests so as to minimize the opportunity for student dishonesty and misconduct.

**Frequently Asked Questions**

How can I make sure I am not plagiarizing?

The simplest method of avoiding plagiarism is to honestly, accurately, and clearly acknowledge, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you used in the production of your work. All ideas and work of other persons, regardless of their source, must be acknowledged. CD Rom, email messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals. The sources of all photographs, maps, illustrations, computer programs, data, graphs, audio-visual and similar material must be acknowledged. Always use Turnitin in accordance with the school’s regulations, and see your teacher if you have any concerns.

Why do I have to cite when I paraphrase?

In the simplest possible terms, material cannot be paraphrased without acknowledging the source. You cannot transform someone else’s ideas into your own. Any material from any source must be acknowledged and documented appropriately.

**Internal Consequences of Academic Misconduct**

Level 1 violations include but are not limited to the following:

* Copying homework or allowing homework to be copied.
* Taking information from another source that is not properly attributed.
* Working with others on an assignment that was designed as independent work.

Student receives 0 for assignment; no make-up work is available. The teacher reports the incident to coordinator and calls the parent. The coordinator addresses and documents the incident.

Level 2 violations include but are not limited to the following:

* Looking at another’s test/quiz/examination.
* Letting another student look at your work during a test or quiz.
* Using other secretive methods of receiving or giving information during a test/quiz/examination.
* Taking papers from the Internet, other publications or other students without proper citation.
* Taking any part of a test to use or give to others.
* Submitting any kind of work that has been written/produced by another.

Student receives 0 for assignment. The teacher calls the parent, then the coordinator arranges conference (phone contact may be acceptable). The incident is documented and shared with administration.

Level 3 violations are very serious. They may include academic misconduct on IA or external assessment or patterns of misconduct. In these cases, the coordinator arranges conference with family and administration. IB registration for that subject is cancelled and the student may be responsible for fees incurred by the district.

**IB Diploma Assessments**

In addition to the consequences described above, if a confirmed misconduct incident involves any work to be submitted for an IB Diploma assessment (including the Extended Essay, internal assessments, Theory of Knowledge essays, external assessments, and IB exams), the work will not be submitted to IBO which will result in no diploma being awarded. If misconduct is suspected, but the DP Coordinator is not able to confirm it, the coordinator is required to report the incident to the IBO. The incident will be investigated by a final award committee at the IBO: “If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No diploma will be awarded to the candidate.” Handbook of Procedures

An incident of malpractice or misconduct during an IB exam is addressed in the following ways:

• the IB Coordinator informs the school administration and the student’s parent.

• the IB Coordinator reports the incident to the IB Information Desk at the International Baccalaureate Curriculum and Assessment Centre.

**Student Rights**

Bodine students have the right to have a parent present in any discussion of an incident, particularly if the consequences are especially serious. Student confidentiality will be honored whenever possible.

**Policy Review**

This policy is reviewed annually by the BHSIA administrative team in conjunction with the Code of Conduct.

Revised September, 2017

We have read the BHSIA IB Academic Honesty Policy and understand the consequences of committing dishonest behavior. Our signatures are an acknowledgment that we are aware of the policy and agree to comply with it.

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_