

High Point Central High School Honor Code/ Honor Policy

*The aim of this policy is to delineate the attributes of **Principled** as defined by the IB Learner Profile as: “We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.”*

I. At High Point Central High School we believe that all students should hold the following values:

Honesty: Being free of deceit and untruthfulness (*The American Century Dictionary*). Honesty requires each of us to **tell the truth and defend the truth.**

Integrity: Doing the right thing when no one else is watching; moral integrity; honesty (*The American Century Dictionary*).

Responsibility: To be accountable to a person or thing for one’s actions and capable of rational conduct (*The American Century Dictionary*). It is the quality of being accountable for our actions and **accepting the consequences of our actions.**

Accountability: Being required to explain one’s conduct (*The American Century Dictionary*).

II. We believe that no student should engage in unacceptable behaviors related to academic integrity.

Academic Malpractice: IBO defines academic malpractice as “behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component.” (*IBO Guide to Academic Honesty, 2007*). If a student is unclear as to whether or not his or her action(s) are in violation of the Honor Code, then it is the student’s responsibility to clarify any ambiguities with the appropriate administrator or instructor. Infractions include, but are not limited to:

Cheating: Cheating is gaining an unfair advantage by deceiving or breaking the rules in academic, extracurricular, or other school work (*The American Century Dictionary*).

Examples, but not all-inclusive, would be as follows:

- ❖ *Copying or allowing someone else to copy* information from another person's work, test, homework, computer file, etc.
- ❖ Using study aids such as cheat sheets, notes, books, formulas, or information from calculators, computers, or cell phones without express permission from the instructor.
- ❖ Using, duplicating, or obtaining prior knowledge of an examination or test.
- ❖ Collaboratively working on assignments explicitly stated to be individualized work.
- ❖ Aiding and abetting any dishonest act.

Plagiarism: Plagiarism is taking and passing off another's thoughts ideas, or work as one's own (*The American Century Dictionary*).

Examples, but not all-inclusive, would be as follows:

- ❖ Stealing and passing off words or **ideas** as one's own without giving proper citation to the original author.
- ❖ Copying language or language structure from a book, web site, magazine, or other publication for use in research or a report without proper citation.
- ❖ "*Cutting and Pasting*" information from an internet source or other electronic sources.
- ❖ Obtaining or purchasing information from individuals or web sites on the internet and turning them in as your own work.

Fabrications, Fraud and Forgery: *Fabrication* is inventing documents or evidence (*The American Century Dictionary*). **Fraud** is deliberately deceiving others in order to secure unlawful gain. *Forgery* is signing another person's name, making false statements, or creating false documents.

- ❖ Attempting to pass off someone else's work as your own using imagery, technology, purchasing and/or selling an assignment from another person or technological resource.
- ❖ Falsifying scientific or other data submitted for academic credit.
- ❖ Forgery of signatures or tampering with official records (including hours for community service).
- ❖ Signing a person's name, including a parent or guardian, or presenting information known to be false.
- ❖ Deliberately giving false information such as name, telephone numbers, or addresses to school officials and teachers.
- ❖ Attempting to have someone call school pretending to be a parent or guardian.

- ❖ Accessing confidential academic or administrative records without authorization.

Collusion: Collusion is defined as “supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another” (*IBO*). This is different from **collaboration** in that the assessment criteria require each student to produce an authentic and original product.

Duplication of Work: This is defined as the presentation of the same work for different assessment composed and/or diploma requirements” (*IBO*).

III. IB Program Responsibilities

- ❖ Provide copy of the Honor Code to each student and provide (one time) a copy of *General regulations: Diploma Programme for student and their legal guardians* (IBO, 2007)
- ❖ Encourage academic integrity and honesty by providing a location for student signatures indicating the decision to abide by the Honor Code.
- ❖ Keep on file the student signatures agreeing to adhere to the Honor Code.

IV. Teacher Responsibilities

- ❖ Clearly outline and define unacceptable academic behaviors within the first ten academic days of the course.
- ❖ Address the difference between collaboration and collusion and state the degree to which students may collaborate on the completion of assignments.
- ❖ Clearly define the responsibilities of each group member on any collaborative projects or assignments.
- ❖ Address the use of study aids (*Spark Notes*, paper copies or bought from the Internet) in course work.
- ❖ Abide by the honor code—upholding its standards for each student.
- ❖ Address violations of the honor code through one of its listed consequences
- ❖ To make use of Turnitin.com for any assignment that is internal or external.
- ❖ Teach and set clear expectation for assignments and provide guidance on correctly citing sources.
- ❖ Design assignments that do not lend themselves to academic misconduct.
- ❖ Clear performance of conduct in all forms of assessment related to the IB program

V. Student Responsibilities

- ❖ It is the student's responsibility to hand-write and sign the following statement on all academic work: **"I have completed this assignment with honesty and integrity, in keeping with the High Point Central Honor Code."**
 - **Sign/ Initial all assessments stating you will adhere to the Honor Code.**
- ❖ Students are required to comply with all internal deadlines of the school: this is to allow time for revision of any work that is of doubtful authorship before submission of the final version.
- ❖ Understand that once a final version has been submitted for external or internal assessment with a signed coversheet, it cannot be retracted.
- ❖ Understand that the ultimate responsibility for malpractice lies with the student; misconduct on the part of others is not a defense. Always ask for advice if there is a doubt (*IBO Academic Honesty 5*)
- ❖ Reference *MLA Handbook 8th edition* in citing all sources.

VI. Parent Responsibilities

- ❖ Parents are asked to assist in the educational process by discussing with their child the importance of academic integrity and the adherence to the Honor Code.

VII. Procedures: Procedures are in keeping with the GCS policy.

- ❖ Refer to the Guilford County Student Handbook page 23 for 2018-2019 which states:
 - **Rule 3.** Cheating—Students shall not engage in any act of deception or falsification of work product. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work, plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and a verbal or written statement of untruth.

VIII. Sanctions: The stated IB policy is in keeping with the GCS policy.

- ❖ Referring again to the Guilford County Student Handbook page 23 for the 2018-2019 school year:
 - In High School: "In-school disciplinary action up to 3 days OSS. Zero on assignment. May be allowed opportunity to redo assignment."

Academic Honesty Sanctions

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling, and taught skills.

Academic dishonesty includes, but is not limited to, plagiarism, collusion, and cheating on examinations.

Students must appreciate the merits of academic honesty, but there must be no uncertainty over the consequences of acting in a dishonest manner or failing to observe the standard academic practice of acknowledging the work of another person. To do so would be a breach of the general regulations and would constitute malpractice.

The purpose of sanctions is to ensure that one candidate does not gain unfair advantage; to maintain the integrity of the program; and to deter other students from taking the same action (IBO *Academic Honesty* 2007).

Grade Level	First Offense	Second Offense	Third Offense
9 th /10 th	Warning	Conference and signing of individual contract	Ineligible to continue in the IB Program
	Sanctions include: <ul style="list-style-type: none"> • Verbal Warning • Parent Conference • Zero on Assignment with opportunity to “redo” with second grade averaged with the zero • Conference with Coordinator 	Sanctions include: <ul style="list-style-type: none"> • Parent Conference • Referral to Administration and Contract signed • Zero on Assignment • Signing a probation contract stating that if a third offense occurs student will be ineligible to continue in the program • Conference with Coordinator 	Student is ineligible to continue in the IB Program as well as ALL of the following consequences: <ul style="list-style-type: none"> • Zero on assignment • Parent Exit Conference
*11 th /12 th	Various	Various	Various
	Sanctions include all the above listed for 9-10, except if the violation occurs on a signed internal or external assessment then the Coordinator must notify IBO and no grade will be awarded if the candidate is	Sanctions include all the above listed for 9-10, except if the violation occurs on a signed internal or external assessment then the Coordinator must notify IBO and no grade will be awarded if the candidate is	Sanctions include all the above listed and in addition if the violation occurs on a signed internal or external assessment then the Coordinator must notify IBO and no grade will be awarded

	found guilty (IBO <i>Academic</i> 14)	found guilty (IBO <i>Academic</i> 14)	if the candidate is found guilty (IBO <i>Academic</i> 14)
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**Offenses are carried over from 9th/10th to 11th/12th grades*

High Point Central High School Honor Code Understanding Agreement

- I. At High Point Central High School we believe that all students should hold the following values**
- ❖ Honesty
 - ❖ Integrity
 - ❖ Responsibility
 - ❖ Accountability
- II. We believe that no student should engage in unacceptable behaviors related to academic integrity.**
- ❖ Academic Malpractice
 - ❖ Cheating
 - ❖ Plagiarism
 - ❖ Fabrication, fraud, and forgery
 - ❖ Collusion
 - ❖ Duplication of Work
- III. IB Program Responsibilities**
- ❖ Provide copy of the Honor Code to each student and provide (one time) a copy of *General regulations: Diploma Programme for student and their legal guardians* (IBO, 2007)
 - ❖ Encourage academic integrity and honesty by providing a location for student signatures indicating the decision to abide by the Honor Code.
 - ❖ Keep on file the student signatures agreeing to adhere to the Honor Code.
- IV. Teacher Responsibilities**
- ❖ Clearly outline and define unacceptable academic behaviors within the first then academic days of the course.
 - ❖ Address the difference between collaboration and collusion and state the degree to which students may collaborate on the completion of assignments. Define responsibilities of each group member.
 - ❖ Address the use of study aids (*Spark Notes*, paper copies or bought from the Internet) in course work.
 - ❖ Make use of Turnitin.com for any assignment that is an internal or external assessment.
 - ❖ Devote time to teach and practice the skills of correctly citing sources until mastered by student.

- ❖ Design assignments that do not lend themselves to academic misconduct.
- ❖ Be a role model—make sure all shared materials (handouts, presentations, etc.) are correctly referenced.

V. **Student Responsibilities**

- ❖ It is the student's responsibility to hand-write and sign the following statement on all academic work: **“I have completed this assignment with honesty and integrity, in keeping with the High Point Central Honor Code.”**
- ❖ Students are required to comply with all internal deadlines of the school: this is to allow time for revision of any work that is of doubtful authorship before submission of the final version.
- ❖ Understand that once a final version has been submitted for external or internal assessment with a signed coversheet, it cannot be retracted.
- ❖ Understand that **the ultimate responsibility for malpractice lies with the student**; misconduct on the part of others is not a defense. Always ask for advice if there is a doubt (*IBO Academic Honesty 5*).

VI. **Parent Responsibilities**

- ❖ Parents are asked to assist in the educational process by discussing with their child the importance of academic integrity and the adherence to the Honor Code.

***High Point Central High School
Honor Code
Pledge***

Student

High Point Central High School supports academic and person integrity by upholding and honoring the values of honesty, integrity, and responsibility.

I have received a copy of the International Baccalaureate *General regulations: Diploma Programme* and the High Point Central High School Honor Code and I am aware of my responsibility to discuss any ambiguities with my teachers, the IB Coordinator, or administrators. This is my agreement and pledge to abide by and uphold the HPC Honor Code.

Name (print): _____

Grade: _____

Signature _____

Date: _____

This agreement indicates that the student understands the HPC Honor Code as the accepted standard for all work in the International Baccalaureate Programme, including the principles of academic integrity regarding academic malpractice, cheating, plagiarism, fabrication, and fraud. This signature also indicated that the student understands the consequences for not abiding by these principles.

Parent

Name (print): _____

Grade of Student(s): _____

Signature: _____

Date: _____

The signature above indicates that the individual understands the HPC Honor Code as the accepted standard for all academic work related the HPC International Baccalaureate Programme, including the principles of academic integrity with regards to academic malpractice, cheating, plagiarism, fabrication, fraud, and forgery.

Excerpted and adapted with permission from Dr. Wendy Pfeiffer-Quail and from IBO publication *Academic Honesty, 2007*.