

**Page High School
Academic Honesty Policy**

Content is based on:

***Academic Honesty (2009, 2011) IBO, Geneva Switzerland
Academic Honesty in the Educational Context, (2014) IBO, Geneva, Switzerland and General
Regulations: Diploma Programme (2014) IBO, Geneva, Switzerland***

The International Baccalaureate Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to 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 programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Philosophy

Academic honesty is essential in promoting values and proficiency to promote good practices, integrity, and self-reflection in teaching, learning, and assessment. Academic honesty is a priority at Page High School and is in full agreement with the stance taken by IB. Academic honesty is expected of all students, faculty, administration, and parents. We want to encourage students to demonstrate growth and learn valuable lessons while producing *their own authentic work*. Students should understand the value of academic honesty and how it promotes growth and learning. Students will develop research, organizational, and time-management skills in the process.

All IB students will sign an honor policy that stipulates the meaning of academic honesty and their pledge to abide by all IB and school expectations. Additionally, students receive a school handbook that outlines our academic procedures, expectations, and consequences.

Academic Misconduct

The IB Organization defines academic misconduct as behaviour (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 components of assessment. Behaviour that may disadvantage another candidate is also regarded as academic misconduct. Academic misconduct is a breach of these regulations and includes, but is not limited to:

- a. plagiarism—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- b. collusion—this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another

- c. duplication of work—this is defined as the presentation of the same work for different assessment components and/or DP core requirements
- d. misconduct during an IB examination (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate)
- e. any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media).

Research

Individual subject teachers consistently guide students on appropriate measures of acknowledging others' work and citing sources. When introduced to the Extended Essay junior year, the Extended Essay coordinator meets with students and gives a demonstration on citation methods, how to use the school library resources, and how to conduct (and evaluate) internet research. Additionally, students have access to the University of North Carolina at Greensboro library and are encouraged to seek one-on-one help for specific research methods at the university's library. Any quotations or references used in an examination must also be properly acknowledged.

Student Expectation

- Understand the meaning of academic honesty and its significance.
- Produce your own authentic work and acknowledge the work of others.
- Follow proper citation procedures.
- Understand various types of intellectual property (i.e. patents, art, etc.)
- Understand the difference between collaboration and collusion and understand when individual work—*not* collaboration—is expected by a teacher.
- Review your work before submitting for assessment.
- Ask your teacher or coordinator for guidance.
- Comply with all deadlines and sign off in eCoursework a declaration of your authenticity before submitting work to the IB for marking.
- If academic dishonesty is suspected, it is your responsibility to prove your work is your own and has not been plagiarized.

Subject Teacher Responsibilities

- Guide students on appropriate measures of acknowledging the works of others
- Monitor changes in a candidate's style of writing and identify work which may not be authentic production of the student
- Discuss and reinforce the significance academic honesty in class

- Teachers will not accept work that part or the whole may not be authentic. A meeting between the student, teacher, parents, coordinator, and an administrator may be established should academic dishonesty be suspected.
- Teachers monitor for any malpractice, from cheating to plagiarism. Students are always monitored on in-class assessments. *Turnitin.com* is a useful source teachers use to monitor plagiarism. Before digitally submitting an assignment through *Turnitin*, the program will measure students' degree of plagiarism. This allows students to reflect on their work one last time before submitting their assignment to the teacher.

Parent Responsibilities

- Encourage your child to create a plan for the assignment. This will help students meet deadlines and be effective in their work.
- Provide support with your child. Let your child do their own work, but demonstrate research skills as needed.
- Communicate with the school on a regular basis, especially if you have any questions on academic expectations.
- Encourage your child to communicate with their teachers, especially if they have questions on academic expectations.

Procedure for Suspected Academic Misconduct

Students who are suspected of plagiarism, collusion, cheating, and/or other academic dishonesty are subject to consequences determined by the teacher, in conjunction with the school's administration and consequences outlined in the Guilford County Schools' Student Handbook. Below is the Guilford County policy in regards to academic misconduct:

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.

Consequences

Elementary	Middle School	High School
In-school disciplinary action up to 1 day OSS. Zero on assignment. May be allowed opportunity to redo assignment.	In-school disciplinary action up to 2 days OSS. Zero on assignment. May be allowed opportunity to redo assignment.	In-school disciplinary action up to 3 days OSS. Zero on assignment. May be allowed opportunity to redo assignment.

IB Organization Consequences

If possible academic misconduct (for example, plagiarism, collusion) is identified after a candidate's work has been submitted to the IB Organization for assessment, the school's DP coordinator must inform the IB Organization as soon as possible. For work that is internally assessed, "submission" refers to the deadline by which teachers' marks must be submitted to the IB Organization. For work that is externally assessed, other than the scripts from the written examinations, "submission" refers to the candidate signing the declaration of authenticity for their work.

If the IB Organization decides that a case of academic misconduct has been established, a penalty will be applied in the subject(s) concerned. The penalty will, in the judgment of the sub-committee, be commensurate with the severity of the misconduct. If a case of academic misconduct is considered by the Final Award Committee to be very serious, the Final Award Committee may decide not to issue a grade for a candidate in the subject(s) concerned and additionally prohibit the candidate from being registered in any future examination sessions. Candidates unable to complete their exams will be withdrawn from the IB Diploma Program.

Works Cited:

Academic Honesty (2009, 2011) IBO, Geneva, Switzerland

Academic Honesty in the Educational Context, (2014) IBO, Geneva, Switzerland

General Regulations: Diploma Programme, (2014) IBO, Geneva, Switzerland

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