

Academic Honesty Policy

Grimsley High School International Baccalaureate Diploma Programme

Revised April 2019

Grimsley Honor Code

Recognizing the importance of each student as an individual, I will accept my responsibility to demonstrate the components of both academic and personal integrity including respect, honesty, kindness, work ethic and civility.

Accepting my position as a significant member of this student body, I will conduct myself in a manner that exemplifies pride in myself and my school.

Seeing the necessity to lead as well as follow, I will challenge my peers to create an environment that is conducive to learning, accepts everyone, and allows them to reach their full potential.

**Adopted by GHS Student Councils
1969 and 2009**

Introduction

The faculty of Grimsley High School is committed to teaching students appropriate behavior in the context of academic settings and beyond. Our school has a comprehensive writing and research program that teaches Modern Language Association's citation methodology in all subject areas, except the Psychology program, that teaches the American Psychological Association citation style.

The International Baccalaureate Diploma Programme at Grimsley High School is committed to helping our IB students become better, more inquisitive learners. Academic institutions and employers place great emphasis on honesty and integrity, and we will therefore strive to pass on rigorous standards of academic honesty to our students. At the same time, all IB staff commit to embodying these ideals when carrying out their own professional responsibilities. This document is meant to serve as a guide for principled academic conduct within Grimsley's IB Diploma Programme, while also setting definitions and guidelines to be used in cases of academic dishonesty.

Academic honesty is a key goal in a student's development as an IB learner. When discussing academic honesty, perhaps the most relevant attribute in the IB learner profile is that the student be:

***"Principled:** They 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." (The Diploma Programme – From Principles to Practice, p.4)*

Because IB is an academic program, the most effective way that students can demonstrate their honesty is by showing full academic integrity when approaching their IB assignments, classes, and examinations. Approaching academics in this way also allows students to better develop other attributes and skills, such as becoming better inquirers, thinkers, and communicators. As a staff, we teach best practices whenever issuing a writing assignment, presentation, project, etc. by requiring citations and teaching

when to cite and how to best conduct research. Our teachers also model best practices by including citations in their own materials.

We also utilize the plagiarism website *turnitin.com* to better help teachers monitor and authenticate original work of students. *Turnitin.com* is linked to our Managebac online learning platform in order to help make this process consistent among students.

Academic Honesty: Principles and Definitions

There are a number of overall principles of academic honesty that students should follow within the Grimsley High School IB Diploma Programme in submitting authentic pieces of work. All pieces that students submit for assessment must meet the following criteria.

a. **Full acknowledgement of original authorship:** Whether a student is working on a research paper, an original artistic piece, or some other aspect of their IB courses, they must at all times fully and completely acknowledge when they use words or ideas of another person. Citation formats may include standards set by the Modern Language Association (MLA) or the American Psychological Association (APA). Most work will be completed using MLA citation format, but depending on the course, other citation formats will be used at the discretion of the subject-area department.

b. **Genuine Collaboration:** The IB Diploma Programme places special emphasis on group-based work, which allows students to improve their skills for academic collaboration and innovation. All such group work must be carried out carefully to ensure that genuine collaboration between students does not lead to inappropriate collusion. Collusion is any form of assistance from others, including copying the work of peers or inappropriate use of websites for assistance. For clarification, the distinction is provided below:

Collaboration: Two students work together on an IB group project. They participate in a collaborative process to decide on their research question and in carrying out the investigative part of the project. Each student writes up the major findings in their own words, emphasizing their own conclusions and reflections drawn from the assignment.

Collusion: Two students work together on an IB group project. They participate in a collaborative process to decide on their research question and in carrying out the investigative part of the project. One of the students writes up his/her reflections, and the second student copies those reflections either in whole or in part. This is an example of academic dishonesty.

c. **Original work:** All work submitted for assessment will be the original work of the student, and cannot be a duplicate of previous work within the IB Diploma Programme.

d. **Overall honesty:** IB students are expected to follow IB guidelines, including those related to Creativity, Activity, and Service and the rules related to IB examinations (ex. By not bringing unauthorized material into an examination room).

Grimsley High School Procedure for Academic Dishonesty (Malpractice)

Instances of academic malpractice will be taken very seriously. Malpractice includes the following:

- a. Plagiarism
- b. Collusion
- c. Duplication of work
- d. Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate

The exact procedure to be used depends on when in the assessment process malpractice is suspected. If malpractice is suspected before a student certifies that the work is original and final, then the case will be handled internally at Grimsley High School. If, on the other hand, evidence of malpractice is found after the student has submitted work to IBO, then the evidence will be reported and presented to the International Baccalaureate. The procedures that will be used for both of these scenarios are discussed below.

Malpractice Procedure before Student Submits Final Work (School-wide Policy and IB Diploma Programme)

If a teacher discovers evidence of student malpractice, they will first discuss the issue with the student. If evidence of malpractice is found, the following must occur:

First Offense:

- 1) The parent will be contacted, and a formal administrative write-up will occur. This write-up will serve as warning and will remain on file as documentation if any other instances of malpractice occur.
- 2) The teacher, parent, and student will discuss the seriousness of malpractice and the resulting effect on the class grade. If the student is an IB student (either in Grimsley's Diploma Programme or as a Grimsley Pre-IB student), the IB Coordinator will be notified and the malpractice will be placed in the student's file.
- 3) The student earns a 0 class grade for the assignment or can redo the assignment, based on the discretion of the teacher and the purpose of the assignment.
- 4) If the assignment is an IB assessment, new work must be submitted in a timeline determined by collaboration between the teacher and the IB Coordinator. The new work will be scored/reviewed/authenticated and submitted for IB assessment according to the IB subject rubrics.

Second Offense:

- 1) The parent will be contacted, and a formal administrative write-up will occur. This write-up will result in disciplinary action.
- 2) The teacher will notify the IB Coordinator. The IB Coordinator will contact the student and his/her parents and decide if the student will be allowed to continue in the IB Diploma Programme at Grimsley High School.

Malpractice Procedure After Student Signs Cover Sheet (IB Diploma Programme Students Only)

If an IB teacher, an examiner, or the IB Coordinator discovers evidence of student malpractice after the student has signed an assignment's coversheet or during an examination, the procedure changes and the International Baccalaureate becomes involved. In this case, an investigation will be carried out according to the guidelines provided by IBO. In most cases, the IB Coordinator will gather evidence and report what is found to the International Baccalaureate offices. Evidence will include statements from the IB Coordinator, the teacher, and the student.

If a student is found guilty of malpractice, they are subject to penalties per the policies of the International Baccalaureate Program. The penalty depends on the seriousness of the problem. If IB determines that malpractice has occurred, then the student will not be awarded a grade in the subject concerned. This makes any Diploma Candidate ineligible for the IB Diploma. However, the student may still be awarded a grade in other subjects, and will receive IB certificates in subjects in which he/she received sufficient marks.

Evaluating and Revising This Policy

This policy will be revised periodically in order to include new ideas and adapt to the IB Diploma Programme's changing international, national, and local context. A collaborative revision process will be initiated by the IB Coordinator at least once every four years. Any changes to this policy will be circulated to the larger Grimsley High School IB community.