

Andrew P. Hill High School IB Academic Honesty Policy

The International Baccalaureate Program at Andrew Hill High School strongly promotes the value of academic integrity. All students in the IB program commit to creating and developing work that does not utilize any unauthorized aid or assistance, that appropriately references primary and secondary sources following MLA or APA style guidelines, and that does not commit an act of academic malpractice.

At the same time, the IB teachers of Andrew Hill recognize that 21st century students have more access to information than students ever had in the past. Subsequently, the teachers know they have a responsibility to teach students about academic honesty, to show them how to cite sources following an appropriate academically recognized style guide, and how to use the variety of information sources available with integrity. The school actively promotes student use of the Purdue Owl (Purdue Online Writing Lab) website (<https://owl.english.purdue.edu/owl/>) as a resource for learning appropriate citation and paper formatting.

Starting in the 2016-17 school year, all IB students will be required to upload all coursework to Turnitin.com prior to submission for a class grade. This expectation includes IB internal assessment projects and IB diploma core requirements (the extended essay, the theory of knowledge essay, and CAS portfolios) prior to submission to International Baccalaureate for assessment. Teachers and the IB Coordinator will monitor student submissions. If the Turnitin.com service detects that a student committed academic malpractice, the progressive discipline measures outlined below will be followed. However, the Andrew Hill staff recognizes that the Turnitin.com service is a teaching tool that can help students develop a stronger understanding of acceptable practice, and the service will be used to proactively foster academic honesty in our candidates.

The IB *General Regulations: Diploma Programme* 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 components.” Examples of malpractice can include:

- Plagiarism
- Collusion
- Duplication of Work
- Misconduct during an examination
- Disclosing or receiving information about the content of an examination paper

Cf: IB Academic Honesty Poster

Plagiarism is using the words or work of someone else without acknowledging the source of your ideas or words. This includes paraphrasing

someone else's words. If you take your ideas from a secondary source and try to pass them off as your own, you've committed plagiarism.

Collusion is when you use or share your work with others and they submit that work as their own.

Duplication of work in IB is defined as the presentation of same work for different assessment components. IB candidates cannot use work submitted for internal or external assessment in another of their IB subjects for a different internal or external assessment project.

Misconduct during an examination can take a variety of forms, including:

- the use of unauthorized material (electronic devices, crib notes, stored calculator information, etc.) during an exam
- direct copying of another's work
- knowingly bringing unauthorized material into the examination room
- exchanging information about the examination both during and 24 hours after the examination
- stealing an examination paper
- any attempt to disrupt the examination or distract another candidate during the exam.

In addition to the progressive disciplinary actions outlined below, diploma candidates are automatically disqualified from earning the diploma. The IB coordinator will contact the IBO if necessary, and the student will not receive an IB score for the course.

The consequences for academic misconduct are:

First offense:

- An "F" or 0 on the assignment
- Informational referral to the student advisors and the IB coordinator
- Conference with the teacher and the IB coordinator
- If the offense occurs during an IB examination, the candidate will not receive an IB score for the course

Second offense:

- An "F" or 0 on the assignment
- Informational referral to the student advisors and the IB coordinator
- Conference with the teacher, an administrator, the IB coordinator, the counselor, the student and the parent
- Potential placement on academic probation (limited participation in extra curricular activities, required after-school tutorial)
- Potential removal from the class

Third offense:

- An "F" or 0 on the assignment
- Informational referral to the student advisors and the IB coordinator
- Conference with the teacher, an administrator, the IB coordinator, the counselor, the student and the parent
- Potential removal from the class
- Removal from the program

Students and parents should also note that three grades of F or 0 in a semester could lead to the student failing the class for that semester, which would require the student to make up any missed graduation credit at summer school, adult education, or through Cyber high.

Any type of academic misconduct taking place on a required IB Internal or external Assessment will result in the student receiving an incomplete from IB for that subject. If the student is an IB diploma candidate, they will automatically be disqualified from receiving the IB diploma. This policy extends to all IB work, including diploma core work for the extended essay, theory of knowledge, and CAS. Students committing an act of academic misconduct in an IB class are still responsible for any examination fees, even if they are removed from the class.

IB teachers, the DP coordinator, the administrative team, and other IB stakeholders annually review this academic honesty policy during collaboration and parent meetings in the spring of each school year. Revisions are made during the summer. The revised policy is distributed to students within the first two weeks of school, and to parents at the first IB parent meeting of the school year. In the fall of 2016, a PDF copy will be available for download from the school's website.

I acknowledge the receipt of this document, the need for maintaining good standing as an IB student, and the consequences outlined above for committing an act of academic misconduct. I have also received a copy of the General Regulations for the IB Diploma Programme:

Student name: _____ School ID number: _____

Student signature: _____ Date: _____

Parent signature: _____ Date: _____