

Academic Honesty Guidelines

Academic honesty is encouraged among all students. Dishonesty is considered a very serious matter

Examples of malpractice may include, but are not limited to:

- Copying or allowing others to copy information from someone else's work, test paper, homework, computer storage device, etc.
- Unauthorized use of study aids
- Unauthorized prior knowledge of an examination or test.
- Unauthorized use of school forms and /or letterhead
- Attempting to label someone else's work as one's own
- Falsifying data for academic credit
- Communicating with another student in an exam
- Bringing unauthorized electronic devices or materials into an examination room, or consulting such devices or materials during an exam.
- Copying the language, structure or patterns of thought of another without proper acknowledgement.

Teachers will adequately prepare student to cite and reference their work. In each grade level, students will be taught age appropriate correct documentation procedures for referencing source material.

At the start of the school year, each grade in the High School will receive information about academic honesty. Within the English classes, study hall classes, writing and research labs, and individual classes, students will be taught the correct format for citing and referencing work. The Middle and High School Librarian will offer additional support to students regarding citing and referencing sources. Teachers are encouraged to use Turnitin.com to check student work. Teachers are to also notify students of the turnitin.com tool.

High School students are required to sign an Academic Honesty Statement. Academic dishonesty relating to the IBDP Program may result in losing his/her certificate or diploma candidate status.

Consequence of Malpractice

First Offence

- The first known offence will involve a conference with the student and the teacher, and an official warning will be given to the student.
- Student may receive a zero for the assignment, test, exam, etc.
- Teacher informs parent in an interim report/email of the incident and possible effect on the student's grade
- Discipline referral made to the High School Assistant Principal/IB Diploma Coordinator

- Review of expectations and support provided – outcome communicated to parents
- Work is resubmitted to teacher

Second Offence

- Students will receive a zero for the assignment, test, exam, etc. Students will be asked to resubmit the work, and the zero grade will stand.
- Discipline referral made to High School Assistant Principal/IBDP Coordinator
- Review of expectations and support provided.
- Work resubmitted to teacher
- Parent conference with teacher, student, Assistant Principal/IBDP Coordinator
- Exclusion from academic and community awards
- Possibly disciplinary consequences discussed with HS Principal –which could include withdrawal from IB diploma, and American High School Diploma withdrawal of component from Internal Assessment and allowed to redraft and submit under examination conditions in school, withdrawal from one subjects external examinations, HS American Diploma and graduation withheld, withdrawal from all external examinations, temporary exclusion, academic probation.

Third and subsequent Offences

- Students will receive a zero for the assignment, test, exam, etc.
- Discipline referral made to High School Assistant Principal/IBDP Coordinator
- Review of expectations and support provided.
- Parent conference with teacher, student, Assistant Principal/IBDP Coordinator
- Exclusion from academic and community awards
- The consequences for distinct cases of plagiarism will be as follows: A discussion with the HS Principal, withdrawal from IB diploma, failure of the course, academic probation.
- Consistent cases of plagiarism may result in a student being asked to leave the programme.

Implications for College and University and IB Diploma

- The school will reserve the right to report cases of academic dishonesty to any university or college, which requests the information.
- IB Internal Assessments, that are considered plagiarised, will not be submitted for assessment. Depending on the circumstances and if it is the first offence, the student will normally be given the opportunity to resubmit the assignment in time for the school for the school deadlines and IB deadlines

Process

If a student is suspected of malpractice, an investigation will take place. The teacher who suspects malpractice will speak with the student, where possible, submit the work to Turn It In .com, speak with others involved.

When the teacher has significant documentation, including a summary of the interview with the student regarding the allegation of malpractice, they are to present this information to one of the Assistant Principals. If a student is in grade 6-8, the information is to be presented to the Middle School Assistant Principal. If the student is in Grades 9-1, the information is to be presented to the High School Assistant Principal.

The Assistant Principals will investigate further by consulting all parties involved, including the student, teacher, IBDP Coordinator. The student will have the right to appeal and include a written defence of the situation. The Assistant Principals will provide a summary of the investigation, recommendations, and inform the Principal.

The Principal will then make a decision regarding the consequence for the student. The Head of School will be consulted, and ratify the decision. All parties involved will be notified of the outcome. The student will have the right to appeal and include a written defence of the situation.