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| **:Ridgeway High crest.tif**  **Macintosh HD:Users:lakishahoward:Desktop:droppedImage.jpgRidgeway High School 2015-2016****INTERNATIONAL BACCALAUREATE PROGRAM****ACADEMIC HONESTY POLICY****Policy Rationale** The purpose of this document is to provide students, parents, teachers, and other stakeholders with the definitions of academic honesty and academic misconduct within the context of the International Baccalaureate Diploma Program at Ridgeway High School. This policy aims to encourage academic integrity and provide RHS students with applicable knowledge of academic honesty, ways to maintain academic honesty, and a deeper understanding of behaviors that constitute academic misconduct. **Academic Honesty*****Academic Honesty at Ridgeway High School***Academic Honesty is the foundation to the success of academic excellence in teaching and learning in educational institutions across the world. Ridgeway High school is dedicated to promoting a school culture with high standards of integrity, respect for others, and fairness in order to protect the value of the educational process and maintain credibility as an IB World School. We believe it is essential for students to develop and attain the necessary skills in written communication and research in order to perform at their highest level and produce their best work when challenges and expectations are high. We expect ALL students to comply with the Academic Honesty Policy.***Academic Honesty in the IB Diploma Programme***  According to the International Baccalaureate Organization (IBO), “academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment” (IBO, Academic Honesty in the IB, 2013). The importance of academic honesty is also acknowledged in the IB Learner Profile. The IB Learner Profile is a coherent statement of the mission and values of the IB containing ten attributes that students should strive to embody on a daily basis. In regards to academic honesty, the profile suggests that students should strive to be principled meaning, “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” (IB Learner Profile). Student who uphold academic honesty have an “equal opportunity to demonstrate the knowledge and skills they acquire during their studies.”(Academic Honesty in the Diploma Programme)***Good Practice: Ways to maintain Academic Honesty***The IBO recommends the following for students:* Ensure that all sources you have consulted are acknowledged in your work using the reference style agreed with your teacher.
* Make sure that the information you have used is acknowledged in the body of the text and is fully listed in the bibliography.
* Use quotation marks or indentation to show all text that is someone else’s exact words and do not forget to show whose words they are.
* If you paraphrase an idea you must still cite the source.
* Cite your sources so that readers can find them; if you cannot state the origin of the source it is probably better not to use it.
* You must cite the source of images, maps, charts, tables, data sets, musical compositions, movies, computer source codes, and song lyrics- any material that is not your own. (IBO, Academic Honesty in the Diploma Programme)

**Academic Misconduct** The IBO does not tolerate academic misconduct, and it is, therefore, imperative to understand its definition as well as the consequences of choosing such behavior as a member of Ridgeway’s IB program. The IBO defines academic misconduct as “behavior (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage (or that disadvantages other students) in one or more assessment component” (IBO, Academic Honesty in the IB, 2013). Examples of academic misconduct include: Cheating, Plagiarism, Collusion, and Duplication of Work.**Cheating**: this is defined as acting dishonestly or unfairly in order to gain an advantage.  *Examples of cheating: using unauthorized notes or “cheat” sheets on exams and quizzes, copying answers from classmates (e.g. homework, quizzes or tests), using internet translators etc****.*** **Plagiarism:** this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement. *Examples of plagiarism: copying direct information from books, articles, the Internet, etc. without using quotation marks, and failing to provide citations within the text or list the source in the bibliography. This also includes charts, tables, images, and graphs.***Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another. Unless given permission to collaborate on an assignment each student should submit his or her own work and not allow others to copy any assignments. *Examples of collusion: sharing an essay with another student and allowing them to submit as their own, or sharing a graded test with another student who has not yet taken the test.***Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements. *Example of Duplication of Work: Writing an essay for the History IA and submitting the same essay as your History Extended Essay.* **Examples of Academic Misconduct during the Written Examinations:*** Bringing unauthorized materials into the IB Examination room (e.g. cell phones, written notes).
* Failing to comply with the instructions of the test administrator or other members of the school’s staff responsible for the conduct of the examination.
* Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate.
* Using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper.
* Exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination.
* Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the examination
* Impersonating another candidate
* Stealing examination papers (IBO, Academic Honesty, 2011)

***Consequences for Academic Misconduct*****Should a student commit academic misconduct the following consequences will be given:*** **Class 1:** A Class 1 violation includes, but is not limited to, such things as copying daily homework assignments, blatant wandering eyes during a test/quiz, using a cheat sheet or notes during a test/quiz, or enabling another student to look at one’s test. **The student will receive a zero on that assignment, test, or quiz as well as a U in conduct for the nine weeks.** **The teacher will notify the parent and will file a notice of the incident in the RHS IB Office.**
* **Class 2:** A Class 2 violation includes a deliberate exchange (verbal, written, or electronic) of information for an assignment, test, or quiz, copying from a classmate’s essay, project, lab report, internal assessment, or teacher developed resource materials, and failing to credit properly a secondary source which the student has quoted or paraphrased, including the Internet. **The student will receive an “F” for the nine-week grading period. The teacher will contact the appropriate administrator, and a parent conference will be scheduled. Written notification will be given to the RHS IB Office.**
* **Class 3:** A Class 3 violation consists of an act of flagrant cheating, passing off another’s work (from a classmate, teacher, or the Internet, or any other source) as one’s own, or stealing or receiving an advanced copy of an exam or quiz as well as knowing about another student engaging in any form of cheating and not reporting such behavior to the IB teacher or coordinator. **The student will be referred to an administrator, may be suspended, and may fail the semester, and written notification will be given to the RHS IB Office. This violation may result in removal from the IB Program.**

**Students committing any of the above infractions must submit a written statement to include the following:*** A description of the action
* The specific rule that was broken (e.g. Cheating, Collusion, Plagiarism, Duplication of work etc.)
* An explanation and justification for the action (What is your reason for breaking the rule and why did you think it was ok to break the rule?)
* Reflection (What did you learn from this experience and what will you do to prevent this from happening again?)
* The statement must be typed and submitted within **3 days** to the IB Coordinator and Teacher and must include a student and parent signature.

***Any student within the International Baccalaureate program who commits a Class 1, Class 2, or Class 3 violation in any class more than once for the entirety of the program will be asked to leave the program.******Investigation of Misconduct by the IBO*** Please read and review the following excerpts from the IB General Regulations of the Diploma Program for specific details on how cases of academic misconduct are investigated by the IBO.***Articles 21.6 - 21.8 read as follows:*****21.6** –The majority of cases of suspected misconduct will be presented to a sub-committee of the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the suspicion of academic misconduct, uphold it, or ask for further investigations to be made. **21.7-** If the sub-committee 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. **21.8-** If no grade is issued for a subject that contributes to a candidate’s IB Diploma, no IB Diploma will be awarded to the candidate. DP Course Results will be awarded for other subjects in which no academic misconduct has occurred. Except in cases of serious or repeat misconduct, the candidate will be permitted to register for future examination sessions, which may include the session that follows six months later, if the relevant registration deadlines are met. In the case of an IB Diploma Candidate, if the session in which the academic misconduct has been established is the candidate’s third examination session towards achieving the award of the IB Diploma, no further IB examination sessions will be permitted. (IBO, IB General Regulations of the Diploma Programme)**The Rights of the Candidate*** If a candidate is under investigation for possible malpractice, the coordinator must inform the candidate.
* The candidate and his or her legal guardians have a right to see evidence, statements, reports and correspondence about the case. However at the Principal’s discretion, evidence may be withheld to protect the identity of an informant.
* It is the policy of the IB that any candidate being investigated for malpractice is given the opportunity to be heard and to submit a written defense to the final award committee.
* The candidate must be given sufficient time to prepare a response to the suspicion of malpractice.

 (*IBO, Academic Honesty, 2011*)**Roles and Responsibilities*****IB Coordinator/Administration Responsibilities*** * Establish a policy that promotes good academic practice and a school culture that actively encourages and values academic honesty.
* Ensure that all students understand the definitions of academic honesty, academic misconduct, and the consequences of being found guilty of academic misconduct.
* Ensure that all students receive instruction and guidance on academic writing, how to conduct research, and how to acknowledge sources.
* Support the IB in the prevention, detection, and investigation of academic misconduct.

 *(IBO, Academic Honesty, 2011)****Teacher Responsibilities*** *All teachers Must:** Set clear expectations for assignments and provide guidance to candidates on how to correctly cite the sources they have consulted.
* Design assignments that do not lend themselves to academic misconduct by giving specific guidelines that encourage candidates to develop their own ideas.
* Provide specific guidelines for collaboration when providing group assignments and explain the difference between collaboration and collusion.
* Discuss the benefits of submitting assignments that are correctly referenced.
* Devote time to teach and practice referencing skills until students master these skills.
* Be a role model-make sure all shared materials (handouts/ presentations/etc.) are correctly referenced.
* Support students in the preparation of their work for assessment and ensure that all candidate work submitted to IB is authentic and in compliance with the requirements of the relevant subject guide.
* Support and act on the Ridgeway’s academic honesty policy and provide candidates with advice when necessary.
* Submit all candidate assignments and assessments to TURNITIN to detect plagiarism.

*(IBO, Academic Honesty, 2013; Academic Honesty, 2011)****Student Responsibilities****All Students Must:** Submit authentic and original work for **EVERY** assignment.
* Give proper credit and include proper citations when using the work or ideas of others. Students will not claim any work that was written by someone else as their own. This also includes images, maps, charts, graphs, tables, etc. (**Plagiarism**)
* Complete all non-collaborative assignments themselves. This includes **ALL** class work, homework, quizzes, exams, presentations, etc. Students will not copy work from other students or use any unauthorized notes/cheat sheets. **(Cheating**)
* Understand the difference between Collaboration and Collusion and agree that they **will not** allow others to copy any of their assignments (i.e. class work, homework, quizzes, exams, presentations, take-home assignments, essays, research papers etc.) (**Collusion)**
* Report any cheating to the IB teacher or coordinator immediately.
* Utilize and adhere to all citing resources provided by school staff (i.e. effective citing and referencing IB publication, resources from school librarian, Purdue Owl etc.)
* Seek help and advice from teachers when unsure of proper citing rules.
* Comply with **ALL** IB deadlines and submit all required assignments in a timely manner to allow teachers time to assess work and provide appropriate feedback.
* Read, comply, and adhere to the terms of this policy and acknowledge such by signing the policy below.

***Parent Responsibilities**** Read, sign, and discuss the academic honesty policy with your son or daughter.
* Establish a good level of communication with the school so that you understand the requirements of the Diploma Programme and what is expected of your students.
* Encourage your son or daughter to complete all assignments honestly and to seek help and advice from teachers when needed.
* Ensure that students have all required educational materials/supplies and appropriate access to resources.

We have read this statement of Academic Honesty and the consequences of committing dishonest behavior. Our signatures are an acknowledgement that we have read, discussed, and understand this policy.*Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Review of Policy** The Academic Honesty Policy is reviewed annually by the IB Coordinator, all IB teachers and the Head of School. If changes are necessary the team collaborates to revise and edit the policy as needed. If any challenges or special circumstances arise with the implementation of the policy the team meets as needed to make corrections or revisons throughout the school year.**References** IBO, *Academic Honesty in the Diploma Programme*IBO, *Academic Honesty, IBO, Revised July 2011*IBO, *Academic Honesty in the IB,* (video), 2013 |