



# ACADEMIC INTEGRITY POLICY

Revised January 2023

Reviewed Annually in August

Adapted from the IBO publication “Academic Integrity, 2019”

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## OVERVIEW

The Academic Honesty Policy is intended as a guide to assist students in our IB programmes to become more principled in their actions as described in the IB Learner Profile. Through adherence to the Academic Honesty Policy, students are encouraged to achieve the goals of the IB Learner Profile by broadening their natural curiosity; exploring concepts, ideas and issues; applying critical thinking skills; confidently communicating ideas; acting with integrity and honesty; remaining open minded to appreciate their own culture and those of others; demonstrating empathy and compassion; approaching unfamiliar situations with confidence; maintain an intellectual balance; and giving thoughtful consideration to their own learning.

Academic honesty is a set of values and skills that promote personal integrity and good practice in all aspects of academic work. Academic integrity rests on the practice of the integration of personal original ideas, with the ideas and work of others. It must be recognized that examples of academic malpractice may develop from both intentional and unintentional behavior. Three common forms of academic malpractice are plagiarism, collusion, and cheating. Students are required to use their own language and expression when submitting work for assessment. Utilized sources must be fully acknowledged and properly cited using a standard form of citation.

The IB Organization maintains that malpractice ensues when a student gains an unfair advantage in one or more assessment components; therefore, teachers and students must work closely together to clarify any misunderstandings regarding the appropriate use and form of citations. Further, students must work independently; not submit the same or similar work for multiple assessments; refrain from providing or accepting assistance during examinations; and exercise attention to established guidelines for professional academic writing.

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The IB Organization has specific expectations of schools regarding the establishment of an academic honesty policy. These expectations specify responsibilities of the institution as a whole, teachers, and students.

## Plagiarism and collusion

We must first define these words so students, parents, teachers, and staff are aware of this policy. **Plagiarism** is defined as stealing and passing off the ideas, artistic productions, and words of another as one's own without crediting the source. **Collusion** is defined as being aware of and supporting malpractice of another student, as in allowing one's work to be copied and/or submitted for assessment by another. **Cheating** is defined as using dishonest methods to gain an advantage. This includes utilizing any means of gaining information for use on any type of assessment (*quizzes, tests, class work, homework*) including but not limited to social media, cellular phones, watches, and calculators.

Plagiarism, collusion, and/or cheating are considered academic malpractice and thus unacceptable behaviors at our school. All teachers are responsible for making students aware of the forms of academic malpractice, the consequences for these actions, and how they undermine the learning process. Teachers will structure assessments in such a way to minimize the opportunity for student plagiarism, collusion, and cheating.

The Head of School at Forest Hill Community High School and Conniston Middle School, as set forth by The School District of Palm Beach County, has developed regulations that delineate steps to be taken and consequences to be applied when students plagiarize and/or cheat. The Coordinator will be informed by the teachers of all academic dishonesty by any IB student. The Heads of School and corresponding Leadership Team will act as an Academic Integrity Committee that shall hear cases of plagiarism and/or cheating when they have not been resolved by the teacher and the student.

## Academic malpractice

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Recognizing that academic honesty is at the core of a sound educational program, and addressing its responsibilities as established by the IBO, we have established the following policies and procedures concerning academic honesty.

1. All students entering the MYP program will receive a copy of an academic honesty agreement which they, and their parent/guardian, will sign. This agreement will include a statement of agreement not to intentionally engage in activities which could be classified as academic malpractice. The agreement will indicate that samples of student work will be routinely reviewed using various internet sites to detect plagiarism. The signed agreement will be placed in the student's active file.
2. All teachers will include a statement of expectations regarding academic honesty in their course syllabi.
3. All teachers will conduct a class discussion regarding academic honesty during the first week of class. This discussion will clearly specify examples of academic malpractice, procedures for academic malpractice, and resulting consequences. This discussion will specifically focus on issues of plagiarism.
4. All teachers will provide information and guidelines on legitimate student collaboration in group activities for their class.
5. All teachers will provide students with samples of proper citations (*bibliography, footnotes, endnotes, etc.*) beginning in seventh grade.
6. All teachers will review information regarding academic honesty with students quarterly.
7. Students will be provided with information on writing style and formatting to start in 7th grade and continue through high school.
8. All teachers will encourage students to develop a writing style which clearly indicates the application of analytical skills.
9. On all work submitted to IBO, students will be required to attach a cover sheet attesting to the fact that the work is their own original work. All procedures specified by IBO for IB students will be applied concerning their work.

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10. Violations of academic honesty will be divided by severity. The severity is determined by the importance of the assignment and premeditation of the student. All infractions are carried over during the student's years in the MYP and DP. Students that are removed from the program will not be able to be reinstated or accepted at any point during the MYP, DP, or CP.

## Severity of infractions

**Level One Infractions:** Violations will be dealt with by the teacher and the IB Coordinator. Students who are caught cheating or plagiarizing will receive consequences at the teachers' discretion. These consequences can include a zero on the suspect assignment, a letter placed in their IB file, and/or their parents/guardians being notified.

Level one infractions include, but are not limited to:

- copying the work of another student
- looking on at another student's test or quiz
- letting another student look at one's test or a quiz
- failing to comply with instructions of a teacher or staff member responsible for the assessment
- fabricating data for an assignment
- using other secretive methods, including social media, of receiving or giving answers on a test or quiz
- taking information from another source that is not properly attributed
- working with others on an assignment that was meant to be done by themselves

A second level one infraction will be considered a level two infraction and will be dealt with accordingly.

**Level Two Infractions:** Violations that are severe will be dealt with by the Academic Integrity Committee and the IB Coordinator.

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Level two violations include, but are not limited to:

- taking papers from the Internet, other publications, or other students
- misconduct during an assessment in order to disrupt another student or disrupt the examination.
- using an unauthorized calculator during an assessment
- copying or taking any part of a test to use or give to others
- submitting a computer program that has been developed by another

Most of these violations can be considered theft; therefore, any student who is guilty of a level two violation will have to complete the same or a similar assignment (teacher's discretion) and will be penalized by being excluded from any on-campus activity (these include but are not limited to: sporting events, school functions, clubs or groups, etc.) for a period of time that will be agreed upon by the Academic Integrity Committee. Students who are found guilty of level two violations will be ineligible for National Honor Society membership for their next eligible year.

A third level one infraction, a second level two infraction, or a level one and a level two infraction will be considered a level three infraction and will be dealt with accordingly.

**Level Three Infractions:** Level three violations are extreme and will be dealt with by the administration of the school.

Level three violations would include, but are not limited to:

- stealing an assessment
- distributing answers or portions of an exam through social media
- impersonating another student during an assessment
- altering grades on a computer database
- altering assignments or words on a school webpage (Google Classroom, for example)

Sanctions will include [but not be limited to] immediate removal from the IB program.

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## Process

As a preemptive measure, teachers will utilize the Google Classroom plagiarism check to assist with identifying instances of plagiarism and/or cheating.

When a teacher has reason to believe that plagiarism or cheating has occurred, the following steps will be taken:

- The teacher will investigate the issue with the student(s) involved.
- The teacher, in consultation with a member of the Leadership team, will decide the consequence, and will communicate this decision in writing to the student, IB coordinator, and his/her parents.
- A copy of this letter will also be placed in the student's file. If a parent/student wishes to appeal the consequence, they must provide a formal letter within 5 business days, specifying why they feel the consequence is unwarranted.
- Within 24 hours of the student receiving their consequence, the letter will be mailed to the parent/guardian and a phone call will be made. If the Academic Integrity Committee receives an appeal they must convene to decide on a date. The date should be within five to ten business days upon receipt of the appeal.

## OR

The teacher, in conjunction with the IB Coordinator, exercising their professional judgment, may refer the incident to the Academic Integrity Committee for the following reasons:

- the student has denied the charge of plagiarism.
- several students are involved in the infraction, and the teacher does not have the capacity to perform a comprehensive investigation.
- other criteria that would warrant a broader investigation of the charge.

The teacher will forward copies of all information and written reason(s) why they feel that the Academic Integrity Committee needs to have a hearing for this issue. A written request for a hearing must be written by the Chairperson. This hearing should be held within five to

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ten business days and must be submitted to the student, parents/guardians, teacher, and IB Coordinator.

### **Academic integrity committee**

The Academic Integrity Committee will consist of the Head of School and the Leadership Team. The Coordinator will be part of the committee but will act as a non-voting member. They will assist with any questions pertaining to IB and its honor policy. All meetings will take place at the conclusion of the school day. Meetings will not be held prior to school. Any member of the committee that is in direct conflict with a specific student or issue must abstain from the investigation and hearing.

- Upon receiving written notification from a teacher, The Academic Integrity Committee will hold a hearing and investigate the charges of plagiarism/cheating.
- In order to assure a student's due process, the parents/guardians of the student will be informed of the infraction via letter and phone call prior to the hearing.
- The student will have the opportunity to appear and can be accompanied by a parent/guardian before the committee to discuss the infraction. Other family or non-family members will not be able to discuss or sit-in during this process. If a translator is needed for the parent/guardian and/or student one will be provided by the school.
- The committee will interview other staff or students related to the inquiry.
- A representative from the Academic Integrity Committee will delineate the disciplinary consequences and outcome of the hearing in writing to the student, Principal, IB Coordinator, and parents/guardians.
- In all cases where a student has been found to have plagiarized or cheated, a formal letter will be placed in the student's file, describing the action and confirming the consequence(s) handed out by the Academic Integrity Committee. This file will travel with the student throughout the MYP and DP/CP years.
- The due process rights of the student will always be ensured.

The Academic Integrity Committee may affirm the teacher consequence or institute consequences with lesser or greater severity. The committee's decision is final. A parent can then appeal the committee's decision to the Principal of the school by written notification within three days of the committee's decision. The parent/guardian must state

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reasons why they feel the decision made by the committee is not appropriate and state an appropriate consequence, if any, that should be given.

## Academic honesty agreement

The IBO strives to encourage all to demonstrate principles of Academic Honesty as an essential component of their participation in the IB Programme.

As an IB student, please sign the Academic Honesty Agreement. Parents or Guardians are also asked to acknowledge that any assistance provided has not created undue advantage over other students.

### Student

I, \_\_\_\_\_, by signing and submitting this form acknowledge that I have read and understood the Academic Honesty Policy for our school. By signing, I also understand that I do not have any questions regarding the policy provided by the school. I acknowledge that all work that I submit to any of my teachers is my own and will not be the work of another person. In the future, I will make every effort to acknowledge the intellectual works and properties of others from whom I have benefited.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### Parent / Guardian

I/We acknowledge that any assistance provided to our child during the IB MYP, DP and/or CP will be of a nature that is advisory only and not such that our child will gain any undue advantage. I/We promise to support our child in developing an appreciation for academic honesty and that we will monitor the work of our child to make sure it is his/her own.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



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## **Academic integrity committee**

### **Forest Hill Community High School**

Shannon Deere, DP/CP Coordinator, EE Coordinator

Justin Boruch, MYP Coordinator

Camella Slydell, IB Assistant Principal

Todd Bauman, PPS Teacher

Michael Aronson, Head of School

### **Conniston Middle School**

Eric Fasone, MYP Coordinator

James Thomas, Head of School

Josh Widerman, Literacy Coach

Javier Ortolaza, IB Assistant Principal