

# Carl Hankey International Baccalaureate Academy Academic Honesty Policy

## Philosophy:

The Carl Hankey community believes and expects that all International Baccalaureate (IB) students will possess and demonstrate academic integrity. According to IB, academic honesty must be seen as a set of values and skills that promote personal integrity and good practices in teaching, learning, and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role-modeling, and taught skills (IBO, *Academic Honesty*, 2009). Students at Carl Hankey International Baccalaureate Academy are encouraged to develop the attributes of the Learner Profile to be academically honest. While we trust that students will strive toward academic integrity, the purpose of this document is to clearly communicate the expectations of all members of our community.

## Forms and Definitions:

**Academic Integrity** is a commitment to the values of honesty, trust, fairness, respect, and responsibility in the academic process that encompasses the learner profile.

**Academic Malpractice** is behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage (IBO, p. 2).

Cheating is using unauthorized answers or sources to receive credit for schoolwork. Some examples are:

- looking at someone else's paper
- copying or using notes from any resource (e.g. friends, books, electronic devices, etc.) when expectation are supposed to be memory-based
- sharing/copying assignments and/or homework
- unauthorized assistance in *any* academic work (e.g. tests, quizzes, and assessments/projects)
- deliberately missing an assessment without a valid excuse
- collusion - when collaborating, two or more students have identical work when the assignment calls for the final work to be produced independently

Plagiarism "is defined as the representation of the ideas or work of another person as the candidate's own" (*Academic Honesty*, IB document July 2011, updated version, pg 19).

Some examples are:

- Taking information from the following sources without proper acknowledgement:
  - Text from another source: books, magazines, newspapers, etc.
  - Internet resources
  - Tutors
  - Parents/Guardians/Relatives

Lying is the willful and knowledgeable telling of untruth as well as any form of deceit, attempted deceit, or fraud in an oral or written statement. Some examples are:

- Lying to administration and/or teachers
- Falsifying any documents
- Inventing information, data or citations in any academic work

## Guidelines

At Carl Hankey International Baccalaureate Academy we place a high value on honesty; and responsibility for this is shared by faculty, students, and parents.

### *Responsibility of faculty to promote academic integrity:*

- Work with students to develop shared understandings about cheating, plagiarism, and other instances of academic dishonesty
- Assist students in the proper use of the library and Internet
- Structure assignments and test so as to minimize the opportunity for student academic dishonesty and malpractice
- Promote responsible use policy as provided by Capistrano Unified School District
- Investigate any instances of academic dishonesty or malpractice.
- PYP: Academic Honesty and the Learner Profile

The Learner Profile and the attitudes are the basis for the development of academic integrity in the students of Carl Hankey International Baccalaureate Academy. Our belief is that students:

- Take responsibility for their own work
  - Recognize the difference between individual work and group work
  - Work individually unless otherwise instructed
  - Give credit to other people (for example: partners, while working in a group, adults who help them)
  - Do not copy other people's work
  - Reference sources according to agreed-upon (age-appropriate) bibliographic formats for each grade
  - Use information technology and library resources responsibly
- Academic Honesty the MYP: The MYP strives to create principled, balanced learners per the IB Learner Profile through a focus on intercultural awareness, communication, and holistic learning. Because of these areas of focus in the MYP, students will often be working in collaboration with their peers and using sources from experts all over the world to respond to MYP unit questions. Therefore, we expect students to meet the following expectations:
    - Students are expected to work together, to recognize and encourage contributions of others in the group
    - Students are expected to know that the purpose of an assessment, summative or formative, is to show what *they* know, understand, and can do and must provide *their* own work
    - Students will always appropriately give credit to any outside research used to inform their product
    - Each group member takes responsibility for his or her roles/tasks and ensures that the other members of the group understand the task and their responsibilities
    - When a product is required from a group, the product should reflect each member's contribution
    - Each student's work should be explicitly acknowledged
    - Each student is capable of reflecting on his or her participation and the

- participation of the other members of the group
- Students are able to reflect on the group's processing and communication

Standard published sources used as guides to MLA citation style include:

- Purdue Online Writing Lab: <http://owl.english.purdue.edu/owl/resource/747/01/>
- Academy of Art University Library: [http://elmo.academyart.edu/reference-help/mla\\_citation\\_guide.html](http://elmo.academyart.edu/reference-help/mla_citation_guide.html)
- Williams College Libraries: <http://library.williams.edu/citing/styles/mla.php>
- Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> ed., 2011

### ***Responsibility of the parent/guardians to promote academic integrity:***

Parents also have a role to play by becoming informed of the expectations placed on the students and supporting these practices.

- Be proactive in understanding the guidelines of the Carl Hankey International Baccalaureate Academy Honesty Policy
- Read and sign the policy agreement, and return to school
- Support students in their endeavors and attempts to give credit, to study properly for tests and assessments, and to act with integrity at all times

### **Consequences of Academic Dishonesty**

It is the belief of the Carl Hankey community of learners that we are in the construction business, not the demolition business. Accordingly, when academic honesty issues arise, the well-being of the individual student is paramount. As such, individual circumstances are weighed against the consequence, with the end result being a better educated child.

### **Students BP 5121**

#### **ACADEMIC HONESTY**

The Governing Board believes that personal integrity is intrinsic to achievement and student behavior. Students will reach their full potential only by being honest with themselves and with others. The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can be successful as a result of their own efforts. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized. Each school, as a part of its school rules and school discipline policy, shall address issues relating to cheating and define consequences for cheating.

*(cf. 5150 - Discipline)*

#### **CARL HANKEY MS POLICY:**

Ethics is defined as moral principles or practice. Our goal at Carl Hankey International Baccalaureate Academy is to promote and develop honesty, integrity, and character with all students. Teaching and supporting ethics is a vital component to student success. We encourage our students to be honest in all areas of their education, promoting an ethical code they will develop throughout

their lives. To that end, cheating will not be tolerated.

**Consequences for breaking the Ethics Policy are cumulative for all classes.**

Incident # 1                      The teacher may determine that the student would benefit from redoing the assignment. The teacher will contact the parents and explain the circumstances. The student may be referred to the office for further counseling and/or discipline.

Incident #2                      Student will receive a “0” on the assignment. The teacher will contact the parents. The student will be referred to the office where the incident will be logged and the student will be assigned a day in CSI by the Assistant Principal.

Incident #3                      Student will receive a “0” on the assignment. The teacher will contact the parents. The student will be referred to the office where the incident will be logged and the student will be suspended from school. Assistant Principal will contact the parents.