

## **Henrico County International Baccalaureate Programs**

Fairfield Middle School (IB Candidate School)  
Moody Middle School (IB Authorized School)  
Tuckahoe Middle School (IB Candidate School)  
Henrico High School (IB Authorized School)  
Tucker High School (IB Candidate School)

# **Code of Academic Honesty: 2010-11**

### **Introduction and Purpose:**

The purpose of this document is to

- Communicate to all stakeholders in our IB community – administrators, teachers, students, and parents – the programmatic expectations for creating and maintaining a culture of ethical behavior required by IBO.
- Provide clear guidelines to all stakeholders by defining academic honesty and malpractice in the context of the Middle Years and Diploma Programs within Henrico County Public Schools.
- Establish clear responsibilities of all stakeholders.
- Prevent, by communicating expectations and consequences, malpractice and other unethical behavior from occurring.
- Establish clear consequences for malpractice.

This document draws its authority from the IBO 2007 Academic Honesty statement (which is noted by Article in excerpts and quotations) and the HCPS Code of Conduct. It was created in collaboration by the Academic Honesty Committee, comprised of teachers, administrators and parents from our IB sites. All of the policies elaborated here apply to student work and behavior in all classrooms and for all teacher-generated class work and tests, state and local standardized tests, as well as for IB internal assessments and examinations. IBO maintains some stricter policies for the actual examinations and those policies are available at the schools or online.

# Understanding Academic Honesty and Malpractice in Context:

## 1. Academic honesty

Basis for the Policies:

The IB Learner Profile states that students will “act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.” They are also to “take responsibility for their own actions and the consequences that accompany them.”

To that end, students should respect intellectual property (such as works of literature, art, music, scholarly research, speeches, designs, trademarks, copyrights) as it is protected by national and international law. Failure to adhere to these policies and laws can, “in some cases such as P2P file sharing, result in legal proceedings.” (Article 1.3)

Authentic Work:

“An authentic piece of work is one that is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged. Therefore all assignments, written or oral, completed by” our students “must wholly and authentically use that student’s own language or expression. Where sources are referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged” using legitimate forms of documentation such as MLA, APA, ACS, Chicago Style or Terrabian as directed by the teacher for the assignment. (Article 1.4)

Students are expected to paraphrase appropriately, not simply copy a passage and change a few words, in order to regard the work as authentically their own. Standard practice dictates that if a student uses more than three consecutive words from another, those words must be in quotation marks, indented or given some other clear and standardized way to indicate the wording is not their own. In addition, the “source of the direct quotation or paraphrase must be clearly identified with internal citations, footnotes or end notes.” A bibliography alone does not provide suitable documentation. (Article 1.5)

Students and parents will sign and submit a signed agreement after having read this document which indicates that students understand and agree to abide by these policies. As well, on all work, large or small, it is implicit with this signed agreement that you will abide by the honor pledge listed below. Teachers may require this pledge to be written and signed on assignments.

<p><b>Honor Pledge:</b> “On my honor, I certify that I _____ have neither given nor received inappropriate assistance on this assignment. I certify that this work is authentically my own.”</p>
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## Malpractice

IBO Regulations define malpractice as behavior that results in, or may result in, the student or students gaining an unfair advantage in an assignment, quiz, test, assessment, or examination. The concept of malpractice is broader than cheating or plagiarism. Both of those activities are done intentionally. IBO is not concerned, however, whether an action is intentional or inadvertent if words, ideas and intellectual property of another are represented as the student's own. Thus, the terminology of malpractice encompasses accidental academic infringement by negligence, sloppiness, rushed work, as well as cheating and plagiarism.

IBO provides the following definitions:

- Plagiarism: "the representation of the ideas or work of another person as the student's own." (Article 2.1)
- Collusion: "supporting malpractice by another student, as in allowing one's work to be copied or submitted by another." (Article 2.1)
- Duplication of work: "presentation of the same work for different" assignment requirements without express permission from the teacher. IBO forbids the use of the same work or works in assessment components or diploma requirements. Similarly, students may not use a paper written in one teacher's class for another without documented approval. (Article 2.1)
- Unfair advantage: any behavior that affects the results of that student or another student, such as but not limited to "taking unauthorized materials, electronics, and/or calculators into testing situations, misconduct during a testing situation that distracts others, or falsifying CAS records." (Article 2.1)
- Academic infringement: failure to adequately document information without intentional misrepresentation by sloppy or inadequate citation.

In addition, the following list provides further examples for clarification purposes, but is not exhaustive:

### ***In English, languages and all other subjects:***

- Paraphrasing another's work without acknowledging the source correctly
- Failure to document resources from electronic resources such as internet, CD-Roms, DVD, films, and email messages by providing in the appropriate format the site name, URL, and date accessed
- Using, referring to or attempting to refer to unauthorized material on a test or assignment
- Asking for, exchanging or passing information related to the content of quizzes, tests or examinations
- Impersonating another student in electronic testing
- Using another student's completed work by putting your name on it
- Including offensive material for reasons other than analysis or intellectual inquiry

- Stealing or illegally obtaining tests or examinations
- Copying homework and passing it off as your own
- Purchasing any quantity of materials, including commercial sources of essays and internet sites, to be submitted as your own
- Communicating improperly during a test
- The possession on your person of any communication device – cell phone, Blackberry, iPhone, laptop – during official testing.
- The use, regardless of whether it pertains to the test or not, of any electronic communication (IM, email, text messaging, twitter).
- Doing an assignment collaboratively unless expressly instructed to do so.
- Providing another student with an assignment you have completed, for any reason
- Failure to submit an assignment to Turnitin.com, when required, or provide satisfactory evidence of work in progress such as drafts, when electronic submission is not required, to authenticate that the work is the student's own

***In history or the social sciences:***

- Failure to document the source of maps, photographs, data, and graphs

***In the physical sciences:***

- Fabricating data for an assignment
- In cases where collaboration is required (group 4 project, for example), the final work must be produced independently even though data may be shared. "This means the abstract, introduction, content and conclusion or summary must be the students own words." (Article 2.5)

***In mathematics:***

- Using calculators not approved by the teacher or by testing circumstance or not having programmable calculators cleared of stored information.

***In the arts:***

- Plagiarism is not just a written offense. Film clips, dance choreography, stage blocking, sets and costumes, as well as visual art must be appropriately acknowledged.

## Understanding Roles and Responsibilities:

**IBO, the Coordinators, and School Administrators are to**

- Communicate expectations and consequences to teachers, students and parents through seminars, publications and ethics website.
- Carry out the regulations concerning how assessments and exams are administered.
- Offer guidance in how malpractice can be avoided.
- To review, investigate and decide on all cases of alleged malpractice.

**Teachers are to**

- Offer instruction on what plagiarism is and how to avoid it by utilizing documentation styles and procedures for that discipline.
- Model the appropriate attribution of sources in lectures and power point presentations
- Introduce students to school resources so that students can better understand the research process.
- Provide guidance for the student in resources and in time management in the course of a project.
- Collaborate within grade levels to maintain an appropriate work load for students with joint posting of major assignments electronically.
- Express and post clear expectations, deadlines, and requirements for each assignment, including homework, with adequate notification provided to students for unit tests and major assignments.
- Authenticate the students' work via anecdotal, empirical or electronic means. Teachers may require the inclusion of pre-writing, research notes and drafts with final work.
- Require all major assignments completed outside of class to be submitted through Turnitin.com with the feedback feature enabled for the students.
- Monitor students closely during tests.
- Provide explicit instructions, if the teacher must be absent on a testing day, to substitute teachers on precise testing expectations and requirements.
- To attempt to prevent malpractice on an IB assessment, the following will occur:
  - In the case of drafts, the teacher "must draw the student's attention to the risk and the student's duty to respect the policy and requirements of academic honesty." (Article 6.2) Students are responsible for viewing their work on Turnitin.com to determine what parts of their work may be in violation.
  - Students are required to sign a coversheet confirming that his/her work is authentic and to confirm that work being submitted constitutes the final form of the work.
  - Once that form is signed, the paper cannot be retracted. IB's procedure for investigation must then occur.

**Students are to**

- Ensure that all work submitted for completion, approval, credit, grade or assessment is authentic, with the work of others fully and correctly acknowledged.
- Meet all school deadlines for assignments.
  - IBO and Henrico County Public Schools provide the following reasons for missing school and thus having incomplete assignments, missed tests or deadlines. These all require parent, court, or medical documentation. IBO clarifies that these are events out of the reasonable control of the student.
    - Illness or injury of the student
    - Death or funeral of a close relative (IBO defines this as a parent, guardian, or sibling. HCPS, however, acknowledges the impact of extended family)
    - Unavoidable attendance at a court of law

- Serious illness of a close relative that necessitates the student's presence
- Fire or natural disaster in which the student's home is partially or completely destroyed
- Religious observance of recognized holidays (although IBO does not specifically make allowances for national or religious holidays)
- Doctor's appointment (although these are highly discouraged during school hours and IBO does not recognize this for examinations)
- Unacceptable reasons for incomplete assignments, missed deadlines or tests, noting circumstances reasonably within the control of the student, include:
  - Misreading or misunderstanding the directions, due date, exam time table
  - Oversleeping
  - Family vacations (school assignments may be made up with prior administrative approval)
  - Moving the family residence
  - Social or sporting commitments (HCPS does recognize sports commitments that are arranged and approved in advance or that are sponsored by the school)
  - Missing school to complete assignments in another class
  - Attendance at interviews for college or work (HCPS does allow for seniors to attend college tours and interviews that are arranged in advance)
  - Computer failure
  - Inability to print at school
- In the event of an excused absence in which a student has work due or a test scheduled the following should and may happen:
  - Parent or student should contact teacher directly via email to notify of absence, acknowledge the missed test or deadline, and to relate plans to turn in the work, if it cannot possibly be brought in on the due date, or to make up the test.
  - Student should see the teacher immediately upon return, whether or not that teacher's class meets that day, to turn in the work due, to arrange for making up the missed test, and to get any new assignments made in the student's absence. Students are responsible upon return for all work assigned prior to the absence.
  - A teacher may require work be turned in immediately or a test be taken in class upon return.
  - A teacher may accept a handwritten copy of the assignment or alternative turn in arrangements such as email or drop box, but this is solely within the discretion of the individual teacher and not a presumed right.
  - Student must make up all work assigned during the absence in the regulated time allotted unless prior arrangements are made.

- All work not turned in on time or work not made up within the time allotted may receive a zero or partial credit, according to the teacher's published policies.

## Understanding Consequences of Malpractice:

Although it is hoped that, with communication of shared expectations, vigilance on the part of students and teachers, and support throughout the program in pursuing ethical behavior in all areas, we can prevent malpractice, realistically we must also provide for those occasions where it does occur with clear consequences and/or penalties.

IBO has a "zero tolerance" for malpractice. "Plagiarism must be viewed as going well beyond the mere breaking of rules and into an area of far greater seriousness. Plagiarism must not be seen as simply an item in a long list of school rules in a handbook. It must be viewed as a serious academic offence with a community attitude that shows no tolerance and imposes severe penalties when it is discovered." (Article 4.7)

Consequences will vary according to the nature of the assignment and the frequency of infraction. A test, project, or paper will necessitate a stronger consequence than a homework paper. A second offense will be treated more severely than a first one.

Consequences for documentable malpractice on a teacher-generated assignment or test:

- Student conference at which time the student will sign the Disciplinary Action Notice as filled out by the teacher
- Zero on the test or assignment with no allowable make up for their HCPS grade
- Parent contact and/or conference with teacher
- Referral to the coordinator with Disciplinary Action Notice filed in IB office. Conference with parents, teacher, and student may be held.
- Referral to the administration who may then decide on additional consequences, depending on the severity of the malpractice and whether it is a repeat offense, such as
  - Parent conference with administrators
  - Recommendation for removal from Honor Societies
  - In-school suspension
  - Suspension
  - Referral to law enforcement in cases of theft of tests, hacking or forgery.

In the case of suspected but unprovable malpractice— student reported cheating, for example — or in the case of academic infringement, the following may happen:

- Student conference at which time the student will sign the Disciplinary Action Notice as filled out by the teacher.
- Parents will be notified by the teacher. A conference may be held.
- Coordinator will be notified and Action Notice filed in the IB office. A conference with parents, teacher and student may be held.

- Subsequent incidents of suspected malpractice will necessitate a conference with administrators to determine an action plan to ensure the student knows what appropriate behavior is.
- The teacher may require the student to do the assignment or take the test again, with a failing grade entered in the grade book until completion of the second attempt.

If malpractice is suspected after an assessment has been submitted as final or has been sent for examination or moderation, then the coordinator must inform IB Cardiff who will then initiate an investigation, notifying the parties and gathering evidence. For all cases of malpractice, the following must be submitted to IB Cardiff:

- A statement from the teacher of the subject concerned or the supervisor of the Personal Project or Extended Essay
- A statement from the coordinator
- A statement from the student that directly addresses the allegation that his/her work is not authentic. The student should make this statement after conferring with counsel, parents or guardian.
- A summary of the interview with the student by the coordinator about the allegation of plagiarism. The interview should be held in the presence of the student's parents or guardian or other designated representative.

If an incident occurs in the context of the school year, school consequences as listed above may apply.

Depending on the disposition of the Final Award Committee, the student may suffer any of the following penalties:

- In the case of academic infringement, marks will be withheld for that part or component. The student will still be eligible for a grade in the subject and a certificate or diploma
- In the case of academic malpractice, no grade will be awarded for the subject. No MYP Certificate or IB Diploma will be awarded. The student is still eligible to receive scores, and in the case of the diploma program, a certificate for each subject completed. The student may schedule retake exams one year after the session in which the malpractice occurred.
- "If the case of malpractice is very serious, either because of its nature or because the student has already been found guilty of malpractice in a previous session, the committee may decide that the student will not be eligible to register for future exams." (Article 12.7)

Students will be notified of the committee's decision through the coordinator. Reconsideration is open only if the student establishes the existence of facts previously unknown to the committee. Appeals and arbitration are possible only on the grounds that procedure has not been followed.

# Henrico County International Baccalaureate Program

## Disciplinary Action Notice

I, \_\_\_\_\_, (student name), acknowledge the allegation of following offense in violation of the Henrico County Schools' Code of Conduct, the Henrico County IB Code of Academic Honesty, and/or the Learner Profile characteristics. This offense, circled below, was discussed with me by \_\_\_\_\_ (teacher name) and/or \_\_\_\_\_ (administrator name).

### Unethical Behavior

Skipping  
Profanity  
Classroom misconduct  
Excessive tardiness (4 or more)  
Forgery  
Lying  
Unauthorized use of a cell phone  
Insubordination  
Profanity directed at teacher or administrator  
Destruction of school property  
Sexual harassment  
Bullying  
Theft

### Academic Malpractice

Copying another's work on (circle) homework, quiz, test  
Collusion on homework, assignments  
Plagiarism  
Duplication of work  
Fabrication of data  
Use or possession of cell phones in testing  
Inappropriate or unauthorized materials or equipment (cheat sheet, materials, calculator)  
Providing information about a test  
Stealing test  
Failure to submit to Turnitin.com  
Suspected cheating on test (student report)  
Suspicious similarity to another student's work  
Academic infringement

**Please sign below and make three (3) copies: one for your records, one to be attached to the office referral and one to be filed with the IB office.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher/Administrator Signature

\_\_\_\_\_  
Date