



## Academic Honesty Policy

Bishop Grimes Jr. / Sr. High School is committed to and values the highest level of academic achievement and integrity. As expressed in the International Baccalaureate's (IB) learner profile, "all members of the IB community strive to be 'principled,' acting with 'integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups, and communities," (*Academic Honesty in the Diploma Programme*). It is the school's objective to work together as a community of teachers, students, administrators, and parents to ensure that our students have access to and use resources of the highest academic quality that are then properly credited and cited by students. Additionally, students are required to create original and authentic work on their assignments, tests, research papers, and other assessments as teacher guidelines require.

**Referenced work that is quoted or paraphrased must be clearly acknowledged in the body of the paper and again in the student's works cited/works consulted page.** To understand academic honesty it is important to also examine the forms of academic misconduct.

**Academic misconduct** is "a behavior that results in, or may result in, a student or any other student gaining an unfair advantage (or a behavior that disadvantage other students) in one or more assessment components" (*Academic Honesty in the Diploma Programme*).

Academic misconduct includes, but is not limited to, the following aspects:

**Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgement. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism. According to *Research and Documentation in the Electronic Age*, Fourth Edition, by Diana Hacker, "Forms of plagiarism include a failure to cite quotations and borrowed ideas, failure to enclose borrowed language in quotation marks, failure to put summaries and paraphrases in your own words, and submission of someone else's work as your own."

Examples of plagiarism include but are not limited to:

- Not citing as a quote exact words from an author.
- Not giving appropriate credit to passage that you reword or paraphrase from another author.
- Purchasing a research paper, take home test, or assignment.
- Turning in a paper written by someone else.

**Cheating** is defined by *Merriam-Webster's Online Dictionary* as "getting something by dishonesty or deception."

Examples of cheating include but are not limited to:

- Copying another student's assignment.
- Using restricted books, notes, cheat sheets, calculators, mobile phones, tablets, or other programmable electronic devices during a test.
- Putting your name on and turning in an assignment or test completed by another.
- Obtaining answers from a test from another student with or without their consent.
- Submitting the same work for different assignments. All submitted student work must be wholly authentic, original, and unique to the assignment upon completion.
- Using "cheat sheets" during a test.

**Collusion** is, according to the International Baccalaureate's *Academic Honesty: Guidance for Schools*, "defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another."

Examples of collusion include but are not limited to:

- Allowing someone to copy your assignment.
- Giving out test questions or answers after you have taken a test to someone who is yet to take the test.
- Allowing someone to copy from your test.
- Writing a paper or completing a test or assignment for someone else.

**Fabrication** is defined as "making up for the purpose of deception," (*Merriam-Webster's Online Dictionary*).

Examples of fabrication include but are not limited to:

- Making up results or statistics that are not true to support an argument.
- Padding a Works Cited/Works Consulted page with sources that were not really used.
- Inventing resources that do not exist.

Bishop Grimes Jr. / Sr. High School is a faith-centered institution and as such we uphold the virtues and beliefs of the Catholic faith. We acknowledge the definitions of academic misconduct, and we recognize these actions as nothing less than stealing, cheating, and lying, all of which are contrary to the basic tenants of our faith. Consequently, we treat any incidence of academic misconduct with the utmost seriousness.

In recognition of the importance of this matter, Bishop Grimes has developed a cohesive curriculum for each grade level that addresses this issue of academic misconduct. Through a series of lessons, students learn how to create authentic and properly cited research papers using the MLA Handbook as well as how to ensure academic honesty is achieved and academic misconduct is avoided. Students must be aware that a breach of academic honesty will have serious consequences at any level.

To ensure that students are able to maintain an atmosphere of academic honesty, it is the work of all teachers, students, administrators, and parents. Each of us plays an important role.

**Teachers** will continually promote and encourage wholly authentic work by reviewing expectations, teaching the importance of not only citing the work but proper citation, discussing the value and importance of academic honesty, preparing students for the challenges of the classroom, actively proctoring tests/quizzes, modeling academic honesty in the classroom and school, and reporting all cases of academic misconduct.

**Administrators** will enforce the Academic Honesty policy by determining cases of academic misconduct. Administrators will make the Academic Honesty policy available to all students, teachers, faculty, staff, and parents. They will record all violations and make determinations of discipline to ensure fair and appropriate enforcement.

**Media Specialists** will work closely with students and teachers to provide the highest level of academic materials. The Media Specialist will facilitate the exploration of resources, research skills, and the proper acknowledgement of intellectual property.

**Students** will follow the guidelines of the Academic Honesty policy, avoid situations that would create distrust, cite all resources, and seek guidance when unsure how to cite a source or if an action will violate the Academic Honesty policy. Additionally, students should be willing to work independently, exhibit confidence in their work, and extend credit to group members for individual contributions in all projects.

**Parents/Guardians** will help their student follow the guidelines of the Academic Honesty policy by encouraging students to plan each assignment, providing support with the scheduling of their work due to students having many assignments to complete, establishing a good level of communication with the school so that a parent/guardian understands the requirements of the Middle Years Programme (MYP) and/or Diploma Programme (DP) and what is expected of students, encouraging students to ask their teachers for advice if the student is having difficulty with his/her work.

Those students who are involved with an incident of academic misconduct will have face disciplinary action. The basic penalty for an occurrence of academic misconduct is:

- 1<sup>st</sup> Offense: Zero on assignment, notification to the parent/guardian by teacher, and a teacher referral to the administration for possible disciplinary action.
- Repeat Offense: Each repeat offense will be cause for a zero on the particular assignment/assessment by the teacher, a teacher notification to the parent/guardian of the incident, and a teacher referral of the incident to the administration for possible disciplinary action. Repeat offenses by the student could result in a student suspension, a failing grade for the academic quarter, an afterschool detention, and possible expulsion.