



Academic Honesty Policy

International Baccalaureate at Bartow High School

The value of Academic Honesty is highly valued at IB at Bartow High School. All students receive instruction in a culture which strongly promotes the value of academic integrity. Students are committed to creating and developing course work which is their own intellectual property. They learn to use only authorized aid and assistance and to appropriately reference primary and secondary sources following MLA or APA writing styles determined by the course. Our school's culture prohibits any act of academic malpractice.

As young adults preparing for university studies or entry into the workforce, Diploma Programme students both enjoy the freedom and bear the responsibility of studying in a course that emphasizes independence and self-reliance. The IB staff recognizes that the 21st century learner has an abundance of information at their fingertips at all times. This unprecedented access makes it imperative that systems are in place to teach the young learners the importance of academic ethics. The purpose of the written Academic Honesty Policy is to describe academic honesty as it relates to the Bartow High School community to define breaches of academic honesty, and to outline the school's response should academic dishonesty occur.

Academic Resources And Support

Starting in the 2015 – 2016 school year, all IB students were required to upload coursework into the plagiarism filtering software, Turnitin.com, prior to submission to the teacher for a grade. If the software detects the student participated in academic malpractice, the progressive discipline system begins. This expectation includes IB Internal Assessment projects and IB core requirements, such as the Extended Essay, the Theory of Knowledge Essay and the CAS portfolio. These documents are vetted prior to grading and submitting to the International Baccalaureate for assessment. However, the staff recognizes that Turnitin.com is a purchased service. It is a teaching tool to assist in the development of students with a highly effective understanding of acceptable academic practices. This service is used proactively to foster academic honesty understanding and participation in our students of all grade levels.

IB teachers and the IB Coordinator monitor student submissions and assist teachers in uploading documents. If the staff is alerted to a possible malpractice, the progressive discipline measures will be followed.

Academic Malpractice Defined

Cheating includes plagiarism, collusion, duplication of work, misconduct during an examination and the disclosure of information on any examination, etc. Cheating is broadly defined as any behaviors which are used to gain unfair academic advantage. Examples are the falsifying of records, the use of technology to gain answers, the utilization of notes in a test without permission, allowing another person (friends, parents, tutors, etc.) to do work identified as the student's. Plagiarism is defined as submitting another person's work and identifying it as their own. This includes any work submitted without a citation giving credit to the creator of the intellectual property.

Misconduct Relating to Examinations

Misconduct occurring during any form of assessment related to DP and non DP courses includes, but not limited to, the following:

- The copying of another person's work without citation.
- The theft of any examination documents.
- Knowingly using unauthorized materials or information during an examination.
- The use of technology to gain advantage during an examination.
- Any attempt to compromise the attention of another candidate during an examination.
- Knowingly exchanging information about the examination before and within 24 hours of taking the examination.

Progressive Discipline

The progressive discipline process following a breach of the Academic Honesty policy is as follows:

- First Offense:
 - A zero is given for the assignment.
 - A discipline referral is entered into the school's student management system.
 - The teacher calls the parent of the student within a 24 hour period of knowledge of the breach.
 - The IB Coordinator is informed of the breach and the actions taken by the teacher.

- Offenses occurring during an IB examination will result in the candidate's loss of the IB score for that examination.
- Second Offense:
 - A zero is given for the assignment.
 - A discipline referral is entered into the school's student management system.
 - The IB Coordinator is informed of the breach and the actions taken by the teacher.
 - The IB Coordinator schedules a parent, teacher, coordinator conference. The student's other teachers may be included depending on the situation.
 - The student will be placed on Academic Probation as evidenced by a contract signed by the student, parent and IB Coordinator during the conference.
 - Offenses occurring during an IB examination will result in the candidate's loss of the IB score for that examination.
 - Potential removal from the course.
- Third Offense:
 - A zero is given for the assignment.
 - A discipline referral is entered into the school's student management system.
 - The IB Coordinator is informed of the breach and the actions taken by the teacher.
 - The IB Coordinator schedules a parent, teacher, coordinator conference. The student's other teachers may be included depending on the situation. Review of the Academic Honesty Contract during the conference.
 - Offenses occurring during an IB examination will result in the candidate's loss of the IB score for that examination.
 - Potential removal from the course.
 - Potential removal from the IB Programme.

Academic misconduct occurring during IB examinations will result in the student receiving a null score for the examination and an incomplete grade from IB for that subject. IB Candidates will forfeit their opportunity to receive the IB Diploma. To clarify, this policy includes all work in the IB Programme, including the Extended Essay, Theory of Knowledge and CAS.

Annual Review of the Policy

The Academic Honesty Policy undergoes an annual review to ensure it is meeting the needs and expectations of all stakeholders. The committee reviewing the policy will include: IB teachers, IB

Coordinator and the IB School Counselor. The review commences in the Spring Semester for the upcoming school year.

Communication of the Policy

The final version is communicated through the following resources:

- Students and their parents sign an Academic Honesty Contract which includes a link to this policy during the first week of school.
- It is placed on the IB at Bartow High School Website in July.
- A link to the Academic Honesty Policy is delivered electronically through our weekly IB Constant Contact for one month when school starts.
- Students are walked through each part of the policy during the first week of school. The administration and IB Coordinator conduct individual Grade Level assemblies the first week of school to disseminate all policies to all students.
- Incoming 9th graders are given a clearly worded presentation during their Spring Orientation which occurs in April or May of their 8th grade year. A copy is provided to the parents during this orientation.
- Copies of the policy are available for review in the IB Office.