



# Riverdale High School

## International Baccalaureate Program

### Academic Honesty Policy

### Riverdale Diploma Program

#### Rationale

Academic honesty is highly valued at Riverdale High School and in other learning institutions around the world. It is expected that students will conduct academic research properly and adhere to acceptable policies for all assessments. We must instill within our students the understanding that academic work is the property of its author and that considerable time and effort would have gone into the preparation of an academic piece of work. Being academically honest has far reaching benefits. We hope to produce graduates who are honest, trustworthy, respectful of others and responsible for their own actions. Respecting the need for authentic student work is an important part of this goal. As an IB World School, Riverdale High School acknowledges the IBO's desire to produce young people who are principled. To that end, students will "take responsibility for their own actions and the consequences that accompany them" ("Academic Honesty Policy" 2009).

#### Purpose

The creation of an academic honesty policy is central to our belief in creating a learning environment where students produce original work and respect the work of others. The presentation of genuine work is essential to good study and practice. This policy clearly outlines the school's expectations for honest academic conduct, the teachers' roles in promoting academic honesty and the consequences of academic misconduct.

#### Academic Honesty Processes and Procedures

Our Academic Honesty policy has been developed to support IBO regulations. Staff and students will receive a copy of the policy. Teachers and students must be aware of the guidelines found within the policy and the subsequent consequences of malpractice. Students and parents will be required to sign a document acknowledging their understanding of the policy and the consequences that are in place should a breach occur.

#### Definitions

- A. **Academic Honesty** is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. This is further defined as respect for the intellectual property of others and submission of only authentic pieces of work with the ideas of others fully acknowledged.
  
- B. **Malpractice** is behavior that results in a student gaining an unfair advantage over others. Malpractice includes plagiarism, collusion, duplication of work for multiple assessments, fabrication of data, accessing unauthorized material during an examination, or any other behavior that results in an unfair advantage or affects the score of another student.
  
- C. **Intellectual Property** includes different forms of property rights, such as patents, registered designs, trademarks, moral rights and copyright. Forms of intellectual and creative expression must be respected and are protected by law.
  
- D. **Plagiarism** is the representation of the ideas or work of another person as the student's own, including copying text or works of art without proper acknowledgement.
  
- E. **Collusion** is defined as supporting malpractice by another student, including allowing one's work to be copied or submitted by another.

## **Role of Teachers**

- A. **Prevention** - Teachers shall provide candidates with a convention for acknowledging all sources with an organized and consistent approach across subjects. Teachers shall provide guidance to students on proper ways to express the work and ideas of others and warn students of the consequences of academic dishonesty.
  
- B. **Detection and Reporting** - It is the responsibility of the teacher to confirm that, to the best of his or her knowledge, all work accepted is the authentic work of each student. Teachers are encouraged to make use of online services that prevent plagiarism. Diploma Program teachers shall follow the guidelines of the IB when authenticating the work of candidates and report suspicions of malpractice to the Coordinator.
  
- C. **Support of Policy** - Teachers shall support and act on the school policy. Teachers shall model good academic practice by practicing appropriate citation of sources in lectures and class presentations. In addition, improper conduct by staff during IB examinations (internal or external) shall be brought to the attention of the IB.

## **Role of Students**

The student is responsible for ensuring that all work submitted is authentic, with the work and ideas of others fully and correctly acknowledged. Diploma Program candidates are required to provide their signature on all work submitted to the International Baccalaureate for assessment to confirm that the work is authentic.

## **Communication of Policy**

Academic honesty is strictly enforced following the guidelines set forth in the School District of Lee County Code of Conduct and the Riverdale High School IB Academic Honesty Policy. Parents and students receive the Code of Conduct at the beginning of each school year and the IB Academic Honesty Policy at the beginning of the Pre-Diploma program and again at the beginning of the Diploma program.

## **Attendance / Behavioral Expectations**

Agreeing to be an IB student is an agreement to uphold the standards of the IB Mission Statement and the traits defined by the IB Learner Profile. Due to the rigor and high expectations of the program, students need to be in class on a regular basis. Although assignments can be made up, class lectures and class discussions cannot be replicated. According to The School District of Lee County Parent Guide and Code of Conduct for Students, “an excessive number of absences is 5 days in a calendar month or 10 days within 90 calendar days. Habitual tardiness is defined as 6 or more tardies to school or to an individual class per quarter.” Extenuating circumstances may cause a student to be temporarily absent from the program for an extended period. An agreement upon the conditions and acceptable length of absence will be facilitated by the program coordinator. Regular attendance is required for a student to achieve to their full potential. Students must uphold regular attendance to maintain their status as a diploma candidate. Students in the IB Program are expected to abide by the rules of the Code of Conduct for Students. Violations, repeated misconduct, or a single egregious infraction may jeopardize a student’s status as a diploma candidate.

## **Consequences of Malpractice**

Violation of the Academic Honesty Policy will be discussed with the student and his/her parents and an official warning may be issued and kept in the student’s IB file, which is not part of their official academic record. Repeated violation can result in removal from the program, which will be part of the student’s official academic record. To be determined by the IB Coordinator, repeated or egregious violations can be sent before the Academic Honesty Panel, consisting of an Administrator, IB Coordinator, IB Counselor, IB Faculty, and non-IB Faculty. The Panel will consider all aspects of the situation to determine the degree of the violation and what the consequence of that violation will be, which can include removal from the IB Program. If the Academic Honesty violation goes before the Academic Honesty Panel, the Panel’s decision is final.

## **Implementation / Review / Revision**

Academic Honesty Policy will be reviewed on an annual basis, or more often if a need for review and/or revision arises. A policy committee made up of the IB Coordinator, IB Faculty, parent(s), student(s) and a representative from administration, will be responsible for the implementation, review and revision of the policy.

## **Riverdale High School IB Diploma Candidates**

Membership in the International Baccalaureate Program (IB) is a privilege. Due to the rigor of the program, academic and behavioral standards are necessary. In order to remain in the IB Program, a student must, at all times, be a full IB Diploma Candidate. In order to be a full diploma candidate, the student must complete all assessments required by the IB Organization for diploma candidacy. In addition, to graduate as a Riverdale IB student and earn a Riverdale High School / School District of Lee County High School Diploma in the State of Florida, a student must meet the requirements of the IB curriculum of a diploma candidate which include:

- 1) passing grade in each course of the 6 IB Groups
- 2) completion of an Internal Assessment (IA) in each course of the 6 IB Groups
- 3) passing grade in the Theory of Knowledge (TOK) course
- 4) completion of the TOK Presentation
- 5) completion of the TOK Essay
- 6) completion of CAS (Creativity Action Service)
- 7) completion of the Extended Essay (EE)

### **Internal Assessment (IA)**

As full diploma candidates, students must receive a passing grade and complete an IA in each course of the 6 IB Groups. Due dates for IAs are determined by the instructor of each course. Students must meet all IA due dates to maintain their status as a diploma candidate.

### **Theory of Knowledge (TOK)**

As full diploma candidates, the TOK course must be completed and passed. As a requirement for this course, a student must write a TOK essay and complete a TOK presentation. Students must complete the TOK essay and TOK presentation by the due date, determined by the TOK instructor, to maintain their status as a diploma candidate.

### **Extended Essay (EE)**

As full diploma candidates, students must complete an EE in cooperation with an assigned EE supervisor. Due dates are assigned by the EE Coordinator and documented in the Extended Essay Timeline. Student must meet all EE due dates to maintain their status as a diploma candidate.

### **Community, Activity, Service (CAS)**

As full diploma candidates, students must complete the CAS component of the IB Program by the established due date. CAS activities must be performed on a continuous basis over a minimum of 18 months. Proper documentation and reflections must be maintained on a continuous basis in the Managebac system. Students must sustain adequate progress to maintain their status as a diploma candidate. Adequate progress will be determined by the CAS Coordinator.

### **External Assessments (IB Exams)**

Students are expected to take all required external IB exams.

# Academic Honesty Contract

## Riverdale Diploma Program

We have received and read the Riverdale High School International Baccalaureate Program Academic Honesty Policy and have clarified any questions we have about its contents. We understand what constitutes academic malpractice, and the requirements to maintain the status as a diploma candidate. We understand the consequences of malpractice or failing to meet the requirements of the IB Curriculum, the most serious of which is being removed from the IB Program.

Student Name (please print): \_\_\_\_\_

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

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

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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