**North Hall High School**

**Academic Honesty Policy**

As exemplified in the Hall County Student Handbook, students are held to the highest possible standards of behavior and responsibility. As members of a serious academic community, IB Diploma students are expected to adhere meticulously to all of the school and the International Baccalaureate Organization’s policies regarding academic integrity. The Hall County Student Handbook under “Behavior that will result in disciplinary procedures” states students cheating on school assignments will face one or more of these consequences: zero grade for assignment, substitute assignment, detention, parent conference and/or in-school suspension (pg. 39). Student and Parent signatures are obtained annually for compliance to the school’s handbook and Hall County’s Code of Conduct and Discipline Procedures.

The county policy and internal Academic policy is reviewed annually and restructured in response to possible events or situations that need clarification or intervention. The review board (Administration team, IB Coordinator, and IB teachers) communicate and enforce the standards expected within this prestigious programme. This policy will be signed by both parents and students within the programme. It is communicated with case study examples in classes, within the Extended Essay Guide, referenced in syllabi, and posted on the school’s website. Our media specialist goes into the IB classes and teaches examples of plagiarism, how to avoid it and reinforces proper citation. All IB teachers, EE mentors, students and parents receive *Effective Citing and Referencing* produced by the IB. North Hall feels students need explicit teaching and must learn specific conventions needed to be transparent about the use of others ideas and work. Due to the nature of the course, these are most often presented and reinforced within the Literature courses of the programme. Students are expected to practice these initiatives in all, but not limited to, educational work like homework, presentations, essays, tests and quizzes.

The following is taken from the International Baccalaureate Organization’s 2014 edition of the IB Handbook of Procedures, Section A8.1.2-Academic Honesty:

Academic misconduct most commonly involves collusion or plagiarism and constitutes a breach of regulations. However, there are other ways in which a candidate may be in breach of regulations. For example, if he or she:

• duplicates work to meet the requirements of more than one assessment component

• fabricates data for an assignment

• takes unauthorized material into an examination room

• disrupts an examination by an act of misconduct, such as distracting another candidate or

 creating a disturbance

• exchanges, supports, or attempts to support the passing on of information that is or could be

 related to the examination

• fails to comply with the instructions of the invigilator or other member of the school’s staff

 responsible for the conduct of the examination

• impersonates another candidate

• steals examination papers

• discloses or discusses the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

Students should be aware that “IB randomly checks candidates’ work for plagiarism using a web-based plagiarism prevention service. An additional deterrent is the vigilance of examiners who are adept at identifying text and material that is not the authentic work of a candidate.”

\*Taken from the IB’s manual, *Academic Honesty, page 17*

Consequences that can be imposed on candidates for malpractice are outlined as follows in the IB’s manual, *Academic Honesty: Guidelines for Schools, page 25-26, Section 11, “Offenses and their penalty”:*

11.1 Penalties are imposed on a candidate found guilty of malpractice in order to:

• ensure that the candidate does not gain an unfair advantage

• maintain the integrity of the examination session by excluding those candidates who have

 abused the system

• deter other candidates from taking the same action.

11.2 The committee will not take into account the consequences of imposing a penalty; the penalty will be imposed according to the nature of the offence. However, the committee will take into

consideration all the information presented by teachers and the coordinator in their statements on the case. This information may include mitigating circumstances.

11.3 When judging a case of alleged malpractice the committee will disregard the registration category of the candidate. If a candidate is found guilty, the aim is to penalize the candidate only for the subject in which he or she has been found guilty of malpractice. For example, if a retake candidate is guilty of malpractice in one subject the grade for that subject obtained in a previous session will be carried over to the current session and any higher grades in other retake subjects will be counted in the current session.

11.4 Work submitted by a candidate for assessment may contravene standard academic practice by failing to acknowledge the ideas or words of another person using quotation marks (or some other accepted practice). However, if there is some attempt by the candidate to acknowledge the source in the bibliography or in a footnote, the final award committee may designate a case of this type an academic infringement and not malpractice. The judgment as to whether” academic infringement” is the appropriate decision will be partly based on the quantity of text (or other media) that has been copied by the candidate.

11.5 If the final award committee decides that an academic infringement has been established, no mark will be awarded for the component or part(s) of the component. The candidate will still be eligible for a grade in the subject or diploma requirement concerned. No further penalty will be imposed and the case will not be recorded as malpractice. In such a case, the decision regarding academic infringement will be notified in accordance with section 13.1.

11.6 If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned. (No lesser penalty for malpractice is available to the final award committee.) In the case of a Diploma Programme candidate the consequence is that no diploma will be awarded to the candidate. However, a Diploma Programme courses results will be awarded for other subjects in which no malpractice has occurred.

11.7 If a candidate is found guilty of malpractice in his or her third attempt at achieving the diploma or improving the number of points for the diploma, the candidate will not be permitted a fourth examination session in which to achieve the diploma or improve the number of diploma points.

11.8 If a candidate is found guilty of malpractice the candidate will be permitted to register for future examinations sessions in which malpractice was established, including the session that follows six months later (subject to the provisions of sections 11.7 and 11.10, and other restrictions stated in the Regulations or *Handbook of procedures for the Diploma Programme*).

11.9 If a candidate is found guilty of malpractice in the production of one (or more) of several assignments required for a component, the candidate is not eligible for a mark based on his or her performance in the remaining assignments for the component; no grade will be awarded for the subject. For example, the internal assessment requirement for a subject may require a portfolio of four separate assignments. If a candidate is found to have plagiarized all or part of one assignment, a mark for his or her internal assessment will not be based on the remaining three assignments: no grade will be awarded for the subject.

11.10 If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee may decide that the candidate will not be permitted to register for examinations in any future session.

11.11 An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is

subsequently established. This includes the enquiry upon results service when, for example, a senior examiner may identify plagiarism in a piece of work that previously went unnoticed by the teacher or other examiner.

11.12 Although a case may not warrant a penalty against one or more candidates, on occasion a letter may be sent to the head of school on behalf of the final award committee insisting that greater care be taken to avoid a similar incident occurring again.

The highest standards of integrity govern all IB coursework. Any cheating or plagiarism is grounds for being expelled from the IB Diploma Programme.

Finally and most importantly, students and families must be reminded that, as per the indications in the IB’s manual, *Academic Honesty,* page 8*:*

“The candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Candidates are expected to comply with all internal school deadlines: this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version.”

All IB students are expected to follow both the NHHS and the IB policies concerning academic integrity. Plagiarism and cheating will not be tolerated and will lead to one or all of the following consequences: If I am in violation of this Code, I will accept the following repercussions:

**1st Offense**-Student receives “0” for the assignment/test in question.  Parent will be contacted about the incident.

**2nd Offense**-Student receives “0” for the assignment/test in question.  Student will be placed on PROBATION.  Parent meeting will be held with the IB Coordinator.  Contract will be signed stating that parent is aware that any additional violations of this Code will result in the student being removed from the IB Program at North Hall High School.  Student must apologize to teacher and if teacher mandates it, to the entire class.

**3rd Offense**--Student receives “0” for the assignment/test in question.  11th grade students will be removed from the IB Programme at the end of the academic year.  Students who are not in North Hall’s attendance zone may be required to attend their home school at the beginning of the following academic year.  12th grade students will not be allowed to take the IB examination in the subject in question and will therefore be ineligible for the IB Diploma.  If student has been registered for IB exam at the time of the 3rd offense, student may be asked to reimburse North Hall High School for the cost of the examination.

Having read, understood, and accepted this Code, I pledge to function under its terms.  My signature below denotes acceptance of this responsibility and indicates that this Code applies to me at all times during my course of study in the IB Programme.  Parent(s) and guardian(s) also denote by their signature that they have read, understood, and accepted the terms of this Code.  Should any student or parent/guardian have questions about this Code, please contact Mrs. Kimberley Boyd at 770-983-7331 x7201 or kimberley.boyd@hallco.org .

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature/Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s)/Guardian(s) Signature(s)/Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please careful review this policy, sign and return this page to Mrs. Boyd.*

*The remainder of the policy should be kept for your records.*