



Southpointe
ACADEMY

Academic Honesty Policy

Mission

Our Mission: We involve, instruct, and inspire our students to learn, lead, and succeed.

Our mission is to develop outstanding citizens who are intellectually engaged, intrinsically motivated, and globally aware. Our balanced approach produces confident, well-rounded students, who are creative, independent thinkers and communicators.

Vision

The Southpointe community inspires learning for life.

Our school community aspires to impart a love of learning. We nurture and develop students' passion for learning, preparing them for a successful future.

Values

Our shared values reflect our goal to be people of character and substance.

- Kindness: We act with compassion and grace. We are empathetic. We help others.
- Integrity: We are honest. We have the courage to make the right choices. We take responsibility for our actions and their outcomes.
- Perseverance : We have the courage to overcome challenges. We stand committed in the pursuit of our goals.
- Respect: We honour the thoughts, experiences and perspectives of others. We treat others the way we expect to be treated.
- Responsibility: We are reliable and keep our word, seeing our commitments to completion. We seek to make a difference locally and globally.

Philosophy

At Southpointe Academy, we value integrity, which means being honest and taking responsibilities for our actions. In concert with the aims of the learner profile, we strive to develop students who are principled, open-minded inquirers and thinkers. Being principled and acting with integrity means practicing academic honesty. As a community, we strive to act with integrity and honesty in all areas of school life including academic pursuits. We believe that as inquirers we collaborate with others and gain new understandings based on the previous work of others. As principled inquirers, we acknowledge the work of others and understand the value of individual achievement and group collaboration.

Academic honesty is an ethical set of behaviours that ought to be taught and modeled to students with the goal of developing self-regulation in this domain. It is the responsibility of all teachers throughout the school to actively teach, model and reinforce the principles and practices of academic integrity.

Students who act with academic honesty cite source material in appropriate ways, explicitly acknowledge help they have received, understand the concepts of plagiarism and intellectual property, and recognize that cheating, collusion and plagiarism are serious offences.

This philosophy will be unpacked in age-appropriate ways in each division. In addition, a review of academic honesty will be included as part of the orientation process for new students to Southpointe.

Our overall philosophy follows the guidelines and protocols set out in the IB Academic Honesty documentation: [IBO Continuum Academic Honesty Guidelines](#)

Definitions

All students should understand the meaning of **Academic Honesty** and the concept of **intellectual property** and **authentic work**. All students are expected to behave honestly at all times. No activities and assessments are exempt from this policy. A Works Cited (MLA) or References (APA) Bibliography page must be used to list all sources of information and ideas used in the creation of a piece of work, even if they are not directly quoted in the body of the work.

Academic Honesty refers to correct practice in: academic research, producing factual or creative works, collaborative work, and proper conduct in assessments.

Intellectual property refers to all forms of ownership of ideas and creative work, such as patents, trademarks, copyrights, etc. Intellectual property rights are protected by law. Respecting Intellectual property is about giving credit to artists, scientists, writers, etc., who have produced work and ideas that are being used by students in the school.

Authentic work is that which is produced wholly by the student. Any sources used or referred to in the student's work, either direct quotations or paraphrasing, must be acknowledged.

Academic misconduct refers to any action which allows a student to gain an unfair advantage or affects the performance of another student. There are four different kinds of Academic Misconduct:

- Cheating
- Collusion
- Duplication
- Plagiarism

Cheating is a deliberate act of dishonesty in school work, tests and other assessments, and includes receiving and supplying unauthorised assistance, materials or other aids in any school work, assignment or test.

Collusion takes place when two or more students, or a student and a third party, knowingly deceive a teacher. It involves improperly sharing work with the intent to submit it as one's own original academic work.

Duplication of work is submitting the same work for two different assessments in the same or different subjects.

Plagiarism is a special kind of cheating equivalent to academic theft. It involves the uncredited use of other people's ideas and can take (but is not limited to) the following forms:

1. taking a passage or visual material directly from a book, Internet site or any other source without giving appropriate credit or following proper citation practices;

2. paraphrasing a passage from another person's work without giving appropriate credit or following proper citation practices;
3. utilising previously submitted work, or the work of a current or past student of Southpointe or another school, without giving appropriate credit or following proper citation practices;
4. utilising the same piece of work for multiple classes / assessments;
5. getting assistance on school work from others (such as a tutor or parent) in a manner that goes beyond reasonable limits or limits noted by the teacher, such that the authenticity of the student's work comes into question;
6. copying another student's work.

It is important to remember that accidental plagiarism is still plagiarism and, in accordance with IB guidelines, unintended replication is not considered an adequate defence against plagiarism.

Preventative Action

As it is critical that parents are aware of the meaning and significance of academic honesty, they are provided with a link to the full Academic Honesty Policy in the Parent Handbook so that they are able to support their children.

To prevent incidents of academic dishonesty and to help guide students to make ethical choices in their work, they receive instruction in age-appropriate ways around:

- the "dos" and "don'ts" of academic research
- sound research processes
- the distinction between appropriate collaboration and inappropriate collaboration or collusion
- data gathering and submission techniques, including note taking
- proper citing of sources and formatting for academic research papers
- subject-specific guidance
- subject submission guidelines

In addition to this guidance, the school reserves the right to question students about the originality of their work; as part of their ongoing education and assessment process, students must be willing and prepared to discuss and defend their work. Students and teachers can access the [Citation and Evaluating Resource Guide: Citation Overview](#).

Students, teachers, parents and school leaders all play a role in ensuring academic honesty.

Role of the student

- to act with integrity and make principled decisions
- understand the meaning of 'Academic Honesty'
- ensure that they know the consequences for academic dishonesty
- avoid plagiarism by always acknowledging all their sources in their work
- produce their own work and ensure that anything they submit for assessment is entirely their own work
- assume all work must be completed individually, unless specifically told otherwise by the teacher
- know the regulations governing examinations and coursework, and abide by them
- when required, sign the cover sheets for all external and internal assessments to verify that the work is entirely their own

Role of the Teacher

- clearly explain the expectations of collaboration and individual assessments
- be fully conversant with the concepts of Academic Honesty and the content of this policy document
- ensure their students know what Academic Honesty is and what constitutes Academic Misconduct
- ensure that students know the consequences for Academic Misconduct
- instruct students how to undertake academic research, and produce factual, creative and collaborative work

- teach students how to determine the appropriateness of print, electronic, and other types of sources
- review and reinforce citation guidelines, as well as teaching subject-specific protocols
- not provide unnecessary and excessive assistance to students
- inform students of examination rules and correct examination practice
- invigilate and supervise tests and examinations correctly
- inform the Principal of any suspected Academic Misconduct, and fill in appropriate paperwork

Role of the Parent

- understand what Academic Honesty is and how to avoid plagiarism, duplication, collusion, and malpractice
- understand the consequences for Academic Misconduct
- encourage their children to be honest and always produce their own work
- ensure that they, or any tutors or other persons involved in the teaching of their children outside of the school, fully understand what academic honesty is and how to avoid plagiarism, duplication, collusion, and malpractice
- do not break any of the rules of Academic Honesty by providing direct or indirect assistance which results in a misrepresentation of a student's performance level
- do not type, write, or in any way complete any assignments given to the student by the school
- not allow tutors to type, write, or in any way complete any assignments given to the student by the school which result in a misrepresentation of a student's performance level

Role of the Administration

- be fully conversant with the concepts of Academic Honesty and the content of this policy document
- ensure teaching staff understand this policy document and apply it correctly
- ensure that students know the consequences for Academic Misconduct
- inform students of examination rules and correct examination practice
- address any case of suspected academic misconduct according to this policy

Academic Misconduct & Consequences

Academic dishonesty is very serious. Thus, the consequences for it are significant. From Grades 6-12, the offences are cumulative across grades. They are not erased. The Principal and the registrar are responsible for keeping records.

Determination of Academic Misconduct

A teacher who suspects Academic Misconduct must follow the steps outlined:

1. Teacher collects and records evidence of suspected misconduct.
2. Teacher discusses the evidence with the student(s).
3. Teacher informs and consults with the HOD (6-12)/Junior School Programme Director (K-5)/and, or the Principal(s)
4. The teacher will refer to Southpointe behaviour policy

These steps outlined above apply to final versions of assessments only. Drafts are intended as feedback opportunities. Students should not be penalized for not citing references adequately during the writing process.

In Grades K-5, after the determination of Academic Misconduct has occurred, the following guidelines will apply::

A first 'offence' will be met with clear educational support and parent communication to ensure the student understands the issue and the tools that are available to ensure a second offence does not occur. If academic dishonesty continues, indicating 'chronic behaviour', then the Junior School Programme Director may apply escalating

consequences at their discretion. Consequences may include: loss of privileges, removal from activities, academic probation, suspension and deregistration.

In Grades 6-12, after the determination of Academic Misconduct has occurred, the following guidelines will apply::

1. Plagiarism, Duplication, Collusion

a) First offence

- meeting between the student and teacher
- notification of the Advisor, Principal, and HOD using a Discipline notice
- notification of parent(s)/guardian(s)
- no achievement level will be given for the piece of submitted work
- the student will re-submit the assessment or complete an alternative assessment at the discretion of the teacher
- Academic Honesty training from the Learning Commons teacher (where appropriate)

b) Second offence

- notification of the Advisor, Principal, and HOD using a Discipline notice
- no achievement level will be given for the piece of submitted work
- the student will re-submit the assessment or complete an alternative assessment at the discretion of the teacher
- meeting with the parent(s)/guardian(s), HOD, Vice Principal or Principal, student, and teacher
- detention with the Principal
- notification of parent(s)/guardian(s)
- letter placed in student file

c) Third offence

- notification of the Advisor, Principal, and HOD including a Discipline notice home to parents/guardian
- a parent/guardian and student meeting with the Principal is convened
- suspension
- placed on Academic Probation for 1 term
- grade of Incomplete (I) on the assessment
- letter sent home to parents
- letter placed in student file

d) Further offences

- meet with the Head of School
- the student will be requested to withdraw from Southpointe Academy

2. Cheating on Exams and Tests

a) For internal tests and final examinations:

- no achievement level given
- notification of the Principal and Head of School
- meeting with student, parents/guardian, and Principal
- letter sent home to parents
- letter placed in student file

Repeated offenses of academic misconduct on tests and exams will result in the student being asked to withdraw from Southpointe.

b) For external examinations (Provincials and AP Exams)

- The student will fail the examination (zero grade) and may fail the subject
- As per procedures of the BC Ministry of Education and AP College Board

Resources

[Citation and Evaluating Resource Guide: Citation Overview](#)

Related Policies

Assessment Policy

Supporting Documents

[BC Ministry of Education Handbook of Procedures for the Graduation Program](#)

[Academic honesty in the IB educational context](#)

[AP Central: Exam Security](#)

Policy Review

The Academic Honesty Policy is reviewed annually in May by a panel that may consist of teachers and administrators.. Any recommendations for change are forwarded in writing to the Head of School. Approved policy changes are then vetted by and discussed with staff at a divisional or whole school meeting.

Reviewed: 2016-2017

Reviewed: June 2018

Reviewed: May 2019