

MVHS ACADEMIC INTEGRITY POLICIES

Mount Vernon High School, as an IB World School Candidate for both the Middle Years and Diploma Programs, is working to promote Academic Honesty. We will act with integrity, and a sense of fairness and justice.

ACADEMIC MISCONDUCT

Mount Vernon High School defines academic misconduct as behavior (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another student is also regarded as academic misconduct. Academic misconduct is a breach of these regulations and includes, but is not restricted to, the following:

- a. Plagiarism**—This is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.
- b. Collusion**—This is defined as supporting academic misconduct by another student, for example, allowing one's work to be copied or submitted for assessment by another.
- c. Duplication of work**—This is defined as the presentation of the same work for different assessment components and/or DP core requirements.
- d. Misconduct during an examination** (for example, taking unauthorized material into an examination, behavior that disrupts the examination or distracts other students, or communicating with another student, use of electronic devices).
- e. Any other behavior that gains an unfair advantage for a student or that affects the results of another student** (for example, falsifying a CAS record, disclosure of information to and receipt of information from students about the content of an examination paper via any form of communication/media).

Academic Honesty Policy and the School Community

- a. The students:** the students will receive the Academic Honesty Policy from their teachers in both the fall and the spring. The policies will be reviewed and the students will sign an agreement attesting to their knowledge and possible consequences of the policy.
- b. The parents:** the parents will have to co-sign the policy in tandem with their child, acknowledging as above.
- c. The community:** the Academic Honesty Policy will be displayed prominently in the classrooms, and teachers are advised to refer to it periodically.

NORMS: Students are expected to produce authentic work at all times.

Classroom Procedures. Teachers are expected to minimize the opportunities for students to partake in collusion, misconduct, or academic dishonesty. These actions include, but are not limited to, making sure no student has a cell phone on their person during an in-class assessment,

placing desks far enough apart so students cannot read each other's answers, and varying/changing assessments and labs from year to year, and being vigilant while the assessment is taking place.

Citations. Proper use of referencing conventions is expected in all courses. Teachers will provide the students with the format of referencing that is appropriate to the course (e.g. MLA or APA).

Teachers will review submissions using an approved plagiarism tool. Should an incident of academic misconduct be suspected of taking place, students will be notified and the incident will be referred to the academic coordinator.

Procedures if Academic Misconduct is suspected on assessments

- a. If a student is suspected of academic malpractice during an in-class assessment, the teacher will move the student, remove from reach anything the student was using to gain unfair advantage on the assessment, and allow the student to finish the assessment.
- b. If a student is suspected of academic malpractice on an assessment, the student will be notified of this fact and the teacher will contact and talk to the student's parent(s)/guardian(s) - either on the phone or in person.
- c. The student and the teacher will be required to write a statement regarding the incident, in a timely manner. The teacher will be responsible to provide information on the infraction, the penalty, and date/details of discussion with student and parent.
- d. If the student is found to have committed academic malpractice (intentional or unintentional), the student will have to re-do the assessment and a 20% deduction from the in-school grade will be taken off the new assessment once it is graded as a sanction for academic malpractice. Students who are enrolled in the IB Program will be subject to the IB Academic Policies that are listed below.
- e. In the case of an assessment that would have taken a significant amount of time to produce, the student will be given a reasonable amount of time to submit the new assessment. Exams must be re-administered within 3 days of the infraction.
- f. If a student or parent/guardian believes an incorrect determination has occurred, the student or parent/guardian may appeal the determination to the administrator in charge of supervising the academic department of the teacher. **The decision of the administrator is final.**
- h. *If a pattern of academic misconduct begins to emerge*, an administrator will work with the school's Student Support Team and the parent(s)/guardian(s) of that student. Additionally, other sanctions may be put in place toward the goal of permanent remediation of this issue.

Letter of Assurance

I _____ have read the MVHS Academic Honesty Policy. I understand completely my responsibility to adhere to the policies that are outlined in the document. I also understand the consequences if I chose to not meet the expectations. If I have questions, I spoke with my home room teacher for clarification. I do not have further questions regarding these guide lines.

Student Name (printed)

Student Signature

Date

