

**NORTH MIAMI SENIOR HIGH
INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME
ACADEMIC HONESTY POLICY**

PHILOSOPHY

The members of the North Miami community believe that the fundamental objective of the school is to provide the students with a quality education while developing in them a sense of ethical purpose and social responsibility. Honesty and trust are integral parts of the learning process and every instance of dishonesty hurts the entire school community. Faculty and staff are expected to foster an environment where honesty and ethical conduct are expected. In doing so, faculty and staff members support and promote the principles of properly conducted academic research and the respect for integrity in all forms of assessment.

As an International Baccalaureate school, North Miami Senior High acknowledges the International Baccalaureate Organization's advocacy of ethical behavior as an essential part of the IB Diploma Program in conducting academic research and submission of authentic work. We value the concept of intellectual property and the need to hold students accountable for the ethical use of the ideas and words of others.

PURPOSE:

The creation of a culture of honesty and integrity is integral to our purpose of developing 'ethical future path makers' and is underpinned by North Miami's character ideals of honesty, trustworthiness, respect and responsibility. The presentation of authentic work is essential to good scholarship and practice. This policy explains North Miami's expectations for honest academic practice on the part of students. It sets out the responsibilities the North Miami staff in developing and promoting academic honesty, and penalizing plagiarism and other forms of dishonesty.

- During the first week of school make known to your classes the importance of the Honor Code and the repercussions of breaking it.
- Make known to your classes what constitutes appropriate academic conduct as well as what constitutes academic misconduct.
- Attempt to avoid the re-use of exams, quizzes, etc.
- Include the Honor Code Statement on all exams and major assignments and require a student signature.
- Report instances of academic misconduct to the appropriate faculty/staff members.

DEFINITIONS

Malpractice

Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Program and examinations. In particular candidates must avoid any form of malpractice. The IBO defines malpractice as 'behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.' Malpractice most commonly involves collusion or plagiarism.

Examples of malpractice include but are not confined to:

- **Intentional plagiarism:** Representing the ideas or words of another person as one's own.
- **Unintentional plagiarism:** Careless paraphrasing and citing of source material such that improper or misleading credit is given.
- **Collusion:** Supporting malpractice by another student – allowing work to be copied, or submitted for assessment by someone else.
- **Duplication of work:** Presenting the same work for different assessment components in the IB.
- **Other Misconduct:** Any other behavior that gains an unfair advantage e.g. cheating in an exam, falsifying a CAS record.

Additionally Teachers and Coordinators must not engage in the following actions:

- The unauthorized rescheduling of an examination.
- Failing to keep exam papers secure prior to an examination.
- Providing undue assistance in the production of any work that contributes to the assessment requirements of the IB Diploma.
- Leaving candidates unsupervised during an examination.
- Allowing additional time in examinations without IBO approval.
- Releasing an examination paper, or disclosing information about the paper, within 24 hours after the examination.
- Further elaboration is provided regarding collaboration and collusion to provide clarity regarding commonly confused concepts.

Collaboration

Collaboration includes working in groups to achieve a shared goal and is a common form of assessment in which all members of the group are expected to participate equally. Group work may be face to face, in discussion boards, blogs and wikis or through other formats. The protocols of acknowledging sources still apply.

Permissible collaboration includes the following:

- Discussion with other students regarding issues raised by the assessment item.
- Discussion with other students regarding means by which to address the issues raised by the assessment item.
- Collaboration in the location of, and sharing, sources of information relevant to the item of assessment.

Impermissible collaboration includes the following:

- Collaborate with other students or persons in the writing of all or part of the student's submissions for the assessment item.
- Collaborate with other students or persons in the writing of all or part of any other student's submissions for the assessment item.
- Provide a copy of his or her work in respect of that item of assessment to another student.

Collusion

- Is a form of plagiarism that can occur as a result of inappropriate collaboration during group work.
- Occurs when two or more people work secretly for the purpose of deliberately misleading others.
- It involves working with someone with the deliberate intention to mislead. This could involve working with someone else to produce work which is presented as your own when, in fact, it was the result of secretly working with someone else.
- Can be avoided by taking own personal notes of what is happening during group work sessions.
- It is collusion if a student allows another to copy an assignment even if that student changes the words to make it look like his own before submission.

Academic misconduct includes:

- Copying, faxing, e-mailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- Fabrication of data, citations, or other information.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
- Sharing files in a computer-based class.
- Giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so.
- Unauthorized signing of another person's name to school related documents.
- Intentional and unauthorized alteration of student, teacher, or library materials.
- Accepting outside assistance on a project and claiming the work as solely your own.
- Recycling a paper, assignment, project, etc. done previously or for another course.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
- Working with one or more persons on an assignment that is supposed to be completed by a single individual.
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- Using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.
- Lying or misrepresenting facts either by altering or omitting the truth to gain academic advantage or lying to avoid taking a test, turning in an assignment, or accepting a consequence.

Plagiarism

Plagiarism is a specific sub-category of academic misconduct. Plagiarism is reflected as the deliberate or unknowing use of ideas, words or work of another individual omitting

suitable credit. Excellent written expression of well-formed ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary to promote academic growth. Plagiarism defrauds the instructor with a false view of the student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his/her potential.

Plagiarism includes:

- Taking someone else's work or portion of their work and submitting it as your own.
- Submitting material written by someone else, all or in part, or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of others as your own.
- Submitting purchased papers as your own.
- Submitting papers from the Internet written by someone else as your own.
- Patchwriting: keeping the core ideas and/or framework of a sentence, paragraph, or entire paper and changing the words.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

ALTERNATIVES TO PLAGIARISM AND ACADEMIC MISCONDUCT:

No student needs to plagiarize or engage in academic misconduct. North Miami Senior High provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize.

The following behaviors promote true student achievement:

- Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life.
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
- If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
- Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
- Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject.
- Assignments should be considered individual unless the instructor states otherwise.
- Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
- Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
- If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
- Know what constitutes cheating, including all the variations of plagiarism.

CONVENTIONS FOR CITING AND ACKNOWLEDGING ORIGINAL AUTHORSHIP

- North Miami Senior High uses the Modern Language Association (MLA) and the American Psychological Association (APA) format for citing and acknowledging original authorship where appropriate within the different disciplines.
- All IB Academy students are recommended to purchase a copy of the *MLA Handbook* upon entering the Academy.

NORTH MIAMI SENIOR HIGH ACADEMIC HONESTY STATEMENT

It is strongly recommended that teachers require students to include the academic honesty statement on all assignments and assessments.

On my honor, I swear that the work I have submitted is my own. I have not cheated, plagiarized, or received unauthorized assistance in order to complete this work.

ROLES AND RESPONSIBILITIES:

IB Coordinator

- Understand what constitutes academic honesty and an authentic piece of work.
- Know the consequences of being found guilty of malpractice.
- Establish a school culture that actively encourages academic honesty.
- Support the IBO fully in the prevention, detection and investigation of malpractice.
- Understand additional responsibilities in the event of a candidate being investigated for malpractice.
- Enforce all IBO and school deadlines.

Faculty/Staff/Administration

The members of the North Miami community believe that the fundamental objective of the school is to provide the students with a quality education while developing in them a sense of ethical purpose and social responsibility. Honesty and trust are integral parts of the learning process and every instance of dishonesty hurts the entire school community. Faculty/staff and administration are expected to foster an environment where honesty and ethical conduct are expected. In doing so, faculty/staff and administration members are expected to do the following:

- During the first week of school make known to your classes the importance of the Honor Code and the repercussions of breaking it.
- Make known to your classes what constitutes appropriate academic conduct as well as what constitutes academic misconduct.
- Attempt to avoid the re-use of exams, quizzes, etc.
- Require students to submit assignments to Turnitin.com.
- Include the Honor Code Statement on all exams and major assignments and require a student signature.
- Report instances of academic misconduct to the appropriate faculty/staff members.

In addition to the expectations listed above, each faculty/staff member has the authority to decide on specific elements of academic conduct including, but not limited to, the following:

- use of notes and/or books on tests, quizzes, etc.;
- contents of formula sheets permitted for tests, quizzes, etc.;
- use of calculators;
- collaboration on out-of-class assignments;
- use of previously submitted out-of-class assignments.

It is critical that the faculty and staff uniformly adhere to and enforce the Honor Code. Please see your department chairperson, the IB Coordinator or an administrator if you have any questions about enforcing the Honor Code.

Parent/Guardian

Parent/Guardian support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents/guardians in promoting true student achievement:

- Teachers may be available for extra help after school. Resources are available for individual assistance. In addition, peer tutors are available when extra help is needed. Encourage their use.
- Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress.
- Don't push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
- If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified, the sooner steps can be taken to alleviate it.
- If your child is involved in academic misconduct and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

Students

- Have ultimate responsibility for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged using the MLA or APA format.
- Are responsible for complying with Miami-Dade County Public Schools policies regarding meeting deadlines and absences.
- Should seek clarity from faculty or staff during the assignment process and regarding any aspect of Academic Honesty guidelines.

CONSEQUENCES OF ACADEMIC MISCONDUCT:

Be aware that cheating is often a joint undertaking. When cheating is not an individual activity, all parties involved are equally guilty and will be subject to the same consequences. Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken.

First Offense:

- Conference with the student and parent/guardian
- Loss of all credit for the assignment. Student is required to re-do the assignment. It will be left to the teacher's discretion when and how to count the assignment.
- Loss of all credit for the test/quiz with no make-up permitted
- Placement on probation with a contract for the class

Subsequent Offense(s):

- Conference with the student and parent/guardian
- Loss of all credit for the assignment/test/project with no make-up permitted
- Reduction of conduct grade to an "F" and effort grade to a "3" for the grading period
- Referral to the assistant principal and notation made on student's record
- Placement on a disciplinary probation for the duration of the IB program
- Possible removal from the IB program
- Possible suspension from school

REPORTING HONOR CODE VIOLATIONS

In order to maintain the integrity of the Honor Code, faculty, staff, and students must not tolerate violations. Anyone who is aware of an infraction is obligated to report it. There are several reporting options available to students.

- A student may approach the teacher of the class in which the violation allegedly occurred. Together they can determine if a violation occurred and if further action must be taken.
- A student may approach a trusted faculty or staff member and notify them of the alleged violation. Together they can determine an appropriate course of action.
- A student may choose to turn himself/herself in. If the student comes forward before action is initiated by another source, the penalty for the violation may be lessened.



NORTH MIAMI SENIOR HIGH HONOR CODE CONTRACT

The members of the North Miami community believe that the fundamental objective of the school is to provide the students with a quality education while developing in them a sense of ethical purpose and social responsibility. Honesty and trust are integral parts of the learning process and every instance of dishonesty hurts the entire school community.

The Honor Code at North Miami is designed to accomplish the following:

- Ensure that students, faculty, and staff understand that it is their responsibility to uphold academic honesty and integrity;
- Prevent students from gaining an unfair advantage over other students through academic misconduct;
- Ensure that students understand that academic dishonesty is a violation of the trust of the entire community;
- Clarify what constitutes academic misconduct and what is expected of students by the faculty, the staff, and their peers;
- Cultivate an environment where academic dishonesty is not tolerated.

In addition to this contract, students will be asked to sign an Honor Statement affirming their commitment to the Honor Code. This statement will appear on exams and other assignments to remind students of their responsibilities.

This contract must be signed by the student and a parent/guardian. The contract will be in force for the duration of the student's enrollment at North Miami Senior High and will be kept on file.

I have read the North Miami Senior High Honor Code and I agree, on my honor, to accept the terms of the Honor Code and promise not to commit any acts of academic misconduct. I understand what constitutes academic misconduct and agree to abide by the consequences. I understand and accept my responsibility as a member of the North Miami Senior High community to uphold the Honor Code at all times.

_____	_____	_____
Student Name	Student Signature	ID #
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

**Superintendent of
Schools**

Mr. Alberto Carvalho

Principal

Mr. Patrick Lacouty

IB Coordinator

Ms. Martha Subias-Porro

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North Miami Senior High School

PROBATION NOTICE

This letter serves as a record that _____ has been placed on

- ACADEMIC PROBATION
- DISCIPLINARY PROBATION

with the International Baccalaureate (IB) Program at North Miami Senior High School as of _____. The reason(s) for this probation is/are as follows:

- received either D's, F's or more than 4 "C's" for a quarter;
- low un-weighted GPA of 2.5, below the district magnet standards;
- has accumulated 10 or more unexcused absences/tardies for the academic year;
- failure to meet an internal IB deadline for a program requirement (internal/external assessments, EE, CAS, TOK prescribed topic paper);
- has committed a Student Code of Conduct Level I-V infraction which has generated a SCAM or SPAR report. Please note: if the infraction is a Level III, IV or V, it is within the school's right to immediately reassign the student back to his/her home school;
- has committed academic malpractice which is defined in the "Academic Honesty: Guidance for Schools" (IBO, 2003) as the following:
 - Plagiarism- "the representation of the ideas or work of another person as the candidate's own." (IBO, p. 2)
 - Collusion- "supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another" (IBO, pg.2)
 - Duplication of work- "the presentation of the same work for different assessment components and/or diploma requirements" (IBO, p. 2)
 - The definition of malpractice also includes "any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate..." (IBO, pg. 2)
 - Misrepresentation or falsification of student work, including CAS documentation, also constitutes malpractice.

The length of the probation is as follows:

ACADEMIC PROBATIONS are in place while the student's GPA is below the contract guidelines. The IB counselor will recommend strategies and tutoring for the length of the ACADEMIC PROBATION. At the end of the quarter/school year, if the student's grade/GPA has not shown improvement, the student may be exited from the IB program.

DISCIPLINARY PROBATIONS are in place for the duration of the student's enrollment within the IB program. Any further infraction generating a SCAM/SPAR report may result in the student's immediate exit from the IB program and reassignment back to the student's home school.

In order for the above student to remain in the IB Program he/she must adhere to all of the probation guidelines listed below:

- Commit to the full IB Diploma Programme requirements as outlined in the IB Scope and Sequence Chart;
- Commit to community project(s) through the *Creativity, Action, and Service (CAS)* component in 11th and 12th grade;
- Write an original research/Extended Essay of some 4,000 words for submission to IB;
- Satisfy the internal assessment and examination requirements in each of six subject groups and Theory of Knowledge;
- Maintain a 2.5 unweighted grade point average each nine weeks with no grades below a "C"
- Earn conduct grades of "B" or above in each class and demonstrate behavior as outlined in the Code of Student Conduct
- Earn effort grades of "2" and above in every class
- Maintain satisfactory attendance as articulated by this school
- Demonstrate honesty and integrity, and conduct themselves in a manner that will reflect well on their IB classmates, teachers, families and themselves

AGREEMENT:

We, the undersigned, have read the stipulations and are fully aware of the probation guidelines set forth by the IB Program at North Miami Senior High School. Our signatures below indicate that we agree to abide by the conditions stated in this contract, and that failure to not abide by the conditions stipulated will result in expulsion from the IB Program at North Miami Senior High School.

Student's Name (Print)

ID#

Student's Signature

Date

Parent's Name (Print)

Parent's Signature

IB School Official's Signature

