



Academic Honesty Policy: Green Valley High School

Our Philosophy Is:

Our school encourages students to inquire and to think critically and creatively, and to present their thinking in a variety of ways. They should be able to make their thoughts and their learning visible and explicit, show how they have constructed their ideas, and demonstrate the views they have followed or rejected. This is essentially what scholarship and academic honesty are: understanding and thinking critically; synthesizing knowledge from a variety of sources; and delivering that knowledge transparently. An essential aspect of **all** this is a keen understanding of the technical aspects of academic honesty

- *how to clearly and accurately cite and reference material
- *how to recognize and correct referencing and citation issues
- *the difference between collaboration and collusion
- *how to report--with integrity and respect--questions of academic misconduct

Academic honesty is an essential principle of Green Valley's Diploma Program that enhances our credibility as a Nevada public high school. As stated in the IB learner profile--which Green Valley aims to develop in all our students--all members of the IB community strive to be "principled", acting with "integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities". In accordance with the International Baccalaureate Organization (IBO) standards as set forth in the IBO publications "Academic Honesty in the Diploma Programme" and "Academic Honesty in the IB Educational Context" (revised in 2016)--both on IBO's Programme Resource Center--Green Valley High School encourages all of its contributing members to adhere to the guidelines of IBO and develop students who follow the IB learner profile, specifically in these six areas:

- Inquirers**- acquire skill necessary to conduct inquiry and research and show independence in learning
- Knowledgeable** – explore concepts, ideas and issues that have local and global significance
- Principled** –act with integrity and honesty, with a strong sense of fairness, justice and respect
- Open minded** – seek and evaluate a range of points of view
- Balanced** – understand the importance of intellectual, physical and emotional balance
- Thinkers** – exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

The purpose of the academic honesty policy at Green Valley High School is to foster the IB learner profile (as excerpted above) in order to establish a creative and genuine learning environment where students can respect the work of others.

Academic Dishonesty or Misconduct Is:

A behavior that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.

Categories of Academic Misconduct Are:

***Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. Plagiarism is also the submission of purchased or copied papers from the internet. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

***Collusion** is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

***Misconduct during an IB examination** includes taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the examination.

***Communication** about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations.

***Duplication of work** is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.

All Green Valley High School, **all** stakeholders have a responsibility in maintaining academic honesty.

Educators must

*Be good role models for the students

*Teach students to be critical thinkers

*Know and enforce the school's academic honesty policy

*Teach the policy to students, so there is no misunderstandings or confusion over terms and conditions.

*Teach students to research and the proper way to cite, reference, and paraphrase resources

*Help students with time management so they can meet required deadlines

*Authenticate student work (with tools like TurnItIn.com and Google Classroom)

*Incorporate the IB learner profile into lessons and assessments

*Teach the "benefits of properly conducted academic research"

*Know and teach the regulations and instructions provided by the IBO that govern the conduct of each examination session and of the internal assessments

*Understand students are in the process of becoming adults and that they deserve compassion

*Review and amend this academic honesty policy annually to address the ever-changing role technology plays in the classroom and in learning outcomes

Parents must

*Teach children the importance of values and the benefits of personal integrity

*Help children with time management and meeting deadlines.

*Support the academic honesty policy.

*Model the IB Learner Profile for children.

Students must

*Know, understand, and obey the school's academic honesty policy and IBO regulations

*Know how to accurately cite and reference and paraphrase resources (using tools like PurdueOWL)

*Ensure work is original (using tools like TurnItIn.Com)

*Manage time to avoid procrastination in meeting deadlines

*Work in groups productively and fairly

*Apply the IB learner profile to all learning activities and assessments at Green Valley High School

- *Learn critical thinking, critical writing, and paraphrasing skills
- *Seek clarification from IB coordinator when unsure of any aspect of the academic honesty policy
- *Seek clarification from IB coordinator or any Green Valley English teacher when unsure about how to cite, reference, or paraphrase source material
- *Review and discuss this academic honesty policy annually to address the ever-changing role technology plays in the classroom and in learning outcomes

Administration must

- *Know and understand each component of the school wide academic honesty policy
- *Enforce the academic honesty policy by providing daily access to tools like TurnItIn.com and Google Classroom
- *Create an environment where academic honesty is encouraged
- *Organize staff development on the policy, IBO regulations, and its vocabulary
- *Support the IB program and its teachers in prevention, protection, investigations, and consequences
- *Understand and support the rules and guidelines which govern IBO's examination and internal assessment procedures
- *Review and amend this academic honesty policy annually to address the ever-changing role technology plays in the classroom and in our students' learning outcomes

Prevention of Malpractice

At Green Valley High School, teachers will guide students on how to avoid plagiarism and how to ensure their submitted work is authentic. This guidance includes

- *Helping students develop original theses and original research questions
- *Teaching students how to validate and use primary and secondary sources
- *Teaching students to analyze resources for credibility
- *Teaching students how to correctly imbed and cite credible sources in support or refutation of their own ideas
- *Requiring students to use the latest MLA and APA style guides to construct Works Cited and References pages, along with footnotes and endnotes
- *Requiring submission of student work on TurnItIn.Com for authenticity
- *Monitoring Google Classroom and shared documents in Google Drive in order to track student additions and revisions and time stamps
- *Teaching students the difference between collaboration and collusion when it comes to IB assessments that require working in groups
- *Teaching and encouraging students to reflect on their participation in these group assessments honestly and critically

If a student's work is suspected of plagiarism or malpractice or collusion, then the student's name and work will be submitted to the IB Coordinator and IB Counselor and Green Valley Deans' Office for a full review and investigation.

Investigation of Malpractice, Plagiarism, or Collusion

At Green Valley High School, students and staff are encouraged and ultimately responsible for submitting authentic work. Once a work is submitted and a candidate is suspected of malpractice, plagiarism, or collusion, then the student's work is submitted to the IB Coordinator, IB Counselor, and the GVHS Deans' Office. These three parties will evaluate the circumstances surrounding the student's work and determine if the student's actions are an example of "behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components". If these three parties determine the candidate is guilty of malpractice, plagiarism, or collusion then the student's parents and the IBO will be notified of the offence. The consequences of such malpractice are outlined in the "Academic Honesty Policy" under "Investigating Malpractice" and the administration, staff, and students will adhere to the processes outlined by

the IBO and the Clark County School District.

Consequences of Malpractice

All incidences of academic malpractice will be carefully considered by the IB Coordinator, IB Counselor, and GVHS Deans. Appropriate and compassionate consequences will be dictated on a case-by-case basis in accordance to IBO and the Clark County School District.

The administration and staff of Green Valley High School **will not engage in any of the following** conduct regarding the IB examination sessions and internal assessments:

- *Unauthorized rescheduling of an examination session
- *Bringing materials or allowing students to use materials which are not permitted by the IBO
- *Failing to properly secure examination papers prior or following an examination session
- *Providing an assistance which would cause students to have an unfair advantage during an examination session
- *Leaving candidates unsupervised during an examination session
- *Allowing any additional time in an examination session
- *Releasing or disclosing any information about the content of an examination within the required 24 hour period after the session

Students **will also adhere to the guidelines** as outlined by the IBO regarding examination sessions in order to avoid malpractice. Incidents of malpractice include, but are not limited to, the following:

- *Bringing any unauthorized materials into an exam room
- *Copying the work of another candidate
- *Disrupting an examination session
- *Impersonating another candidate
- *Stealing examination papers or assessments

Consequences of an IBO determination of malpractice are outlined in the document “Academic Honesty in the Diploma Programme” on Programme Resource Center. Green Valley IB teachers and administration will annually review this document, along with “Academic Honesty in the IB Educational Context” (see below for links).

Questions or concerns regarding the consequences associated with a violation of the Academic Honesty Policy may be directed towards the IB Coordinator, GVHS administration, and/or your child’s individual teachers.

https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g_0_malpr_sup_1408_1a_e/data/g_0_malpr_sup_1408_2a_e.pdf

https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g_0_malpr_sup_1410_1f_e/data/g_0_malpr_sup_1601_1_e.pdf