



Tates Creek High School Academic Honor Code Policy



Tates Creek High School challenges students to be knowledgeable, inquisitive, and responsible citizens. TCHS also cultivates honor, honesty, and integrity. The purpose of this document is to communicate the expectations for academic integrity at Tates Creek High School as well as the consequences of academic misconduct. The following are definitions and examples of academic misconduct in the Tates Creek Honor Code Policy:

- Cheating – The use of unauthorized assistance or material in the carrying out of any academic assignment. *Example: A student is getting ready to take a math test. The teacher states students may use a calculator on part one of the test, but must put away the device on part two. The student finishes part one and continues to use the calculator on part two. This would be unauthorized assistance and defined as cheating.*
- Forgery – The intent to mislead others by falsifying a signature in an academic matter. *Example: A student receives a form that outlines the requirements of a particular course(s). The form requires both a student signature and a parent/guardian signature. The student decides to sign for both signatures out of convenience. The forged form does not fulfill the intended purpose of informing both the student and parent of the requirements of the course(s) and is academic misconduct.*
- Plagiarism – “The representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism” (IBO, Academic Honesty in the Diploma Programme). *Example: A student finishes the body of a paper and then goes back to put in text citations for their sources. They unintentionally leave out a citation for a quote used in the paper. This is plagiarism even though their original intention was to share the source of the knowledge.*
- Collusion – “Supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another” (IBO, Academic Honesty in the Diploma Programme). *Example: A student is allowed to work in a group to collect research for an assessment, but the written portion of the assessment requires the student to work individually. The student and another group member work on the written portion together and turn in very similar papers. Their unauthorized collaboration is collusion.*
- Duplication of Work – “The presentation of the same work for different assessment components and/or Diploma Programme requirements” (IBO, Academic Honesty in the Diploma Programme). *Example: A student uses the same content and analysis on their history paper as they did for a prior English paper without making significant changes. The content and analysis can only be used to satisfy the requirements of the previous English assessment (even if the English course was a previous academic year) and therefore the student has not fulfilled the requirements of the history assessment. Even though the English paper was the student’s original work, it is still academic misconduct.*

Responsibilities

Administrators

- Share the Bates Creek Academic Honor Code Policy with teachers, parents, and students.
- Encourage professional development that supports the creation of an environment of academic integrity in the classroom.
- Assist in the investigation of academic misconduct when necessary.

IB Coordinators

- Share the Bates Creek Academic Honor Code Policy with IB teachers.
- Keep a clear record of evidence connected to academic misconduct and investigation.
- Assist IB teachers in the process of identifying academic misconduct when needed.

Teachers/Media Specialists

- Teachers and library media specialists will provide education and resources to support academic integrity and enable students to effectively acknowledge the sources used in their work.
- Teachers will use anti-plagiarism software to support academic integrity.

Students

- Appropriately cite any material from a published or unpublished source. Any ideas, words, or phrases that appear in another source must be acknowledged at the point at which they are utilized in the student's work (the most common citation style is MLA).
- Sign an academic honesty form confirming they understand the expectations, responsibilities and consequences of the Bates Creek Honor Code Policy.

Parents/Guardians

- Support student understanding and adherence to the Academic Honor Code Policy.
- Encourage students to organize, prioritize, and meet the deadlines for their courses. Good planning can reduce stress and help to support academic honesty.
- Encourage students to communicate with their teachers if they are struggling. This will help to support academic honesty.

Procedure and Consequences

Step One

- Academic misconduct is suspected and reported by a student, parent, faculty member, or administrator.

Step Two

- Evidence is gathered and assessed by teachers, the IB Coordinator, and/or administration according to the expectations of the Bates Creek Honor Code Policy.

Step Three

- If academic misconduct is determined to have occurred the process proceeds to the issuing of consequences. If academic misconduct has not occurred, the investigation is documented and the procedure concludes.

First Offense

- Infraction will be discussed with the student. Student will receive a zero on the assignment with no opportunity for make-up.
- A Student Discipline Referral will be completed by the teacher for purposes of documentation and inclusion in discipline records.
- The teacher will call parent/guardian to explain violation and document contact on the current Kentucky Department of Education software.

Second and Subsequent Offenses

- Students will be given each of the three consequences outlined under first offense
- Student may not be allowed to participate in student council or honor societies, nor be considered for any school academic awards for the remainder of the school year.
- In-school suspension may be assigned (SAFE).
- Student may be dismissed from the ACE Pre-Diploma or International Baccalaureate Programme of Tates Creek High School.

Academic misconduct connected to IB External Assessments are also subject to the procedures of investigation and penalty under Section 2.1 and 2.2 of Academic Integrity (2019) by the International Baccalaureate Organization.

In addition to the above, consequences may be imposed in accordance with the Student Code of Conduct.

The TCHS Honor Code Policy is reviewed annually by the IB Coordinator, faculty members, and school administration.

This document is accessible to parents, students, faculty and staff on the TCHS IB webpage at <https://www.fcps.net/domain/6602>

SBDM Approved on 12/14/20

Sources:

International Baccalaureate Organization. *Academic Honesty in the Diploma Programme*. IBO, [2019]

International Baccalaureate Organization. *Academic Integrity*. Cardiff, Wales. International Baccalaureate Organization (UK) Ltd, Peterson House, Malthouse Avenue, Cardiff Gate, 2019