



The Village School
High School Academic Honesty Policy

Last reviewed October 2015

Next review August 2016

Contents

Introduction	3
Definitions	3
Expectations	4
Statement of personal honor	4
Support and monitoring	
Advisory	4
Technology Usage Policy	5
The Digital Citizenship Contract	5
Turn-it-in.com	5
Teaching students about academic honesty	5
Teaching students how to cite sources in an appropriate way	5
Extended Essay and Theory of Knowledge support	5
Conduct of external exams	6
Conduct of in-class tests and internal school exams	6
Consequences of academic dishonesty	
Disciplinary responses	7
Disciplinary processes	7
Levels of infraction	7
Discipline reporting to universities	8
Disclosure to the community	8
Judicial Committee	8

Introduction

As an academic community devoted to the life of the mind, The Village High School requires every student to demonstrate complete intellectual honesty in the preparation of all assigned academic work. The individual student is responsible for ensuring that his or her work does not involve plagiarism or academic dishonesty, though the teaching of what it means to be academically honest is the role of the student's advisor and the subject teacher. Ignorance of the nature of plagiarism or academic dishonesty may not be offered as a mitigating circumstance. Students with uncertainties and questions on matters relating to footnoting, citation of sources, paraphrasing lecture notes, and proper recognition of collaborative work on homework assignments and laboratory reports should consult with the teacher for whom they are preparing work.

All IB students are required to agree to and sign the School's IB Program Agreement at the beginning of each school year. It is included in the student handbook and all students attend a meeting about the contract on the first day of school in both their Junior and Senior year. Relevant statements from the IB Program Agreement regarding academic honesty are as follows:

"All students who enter the IB Program must sign an IB Program Agreement which, amongst other things, requires students and their parents to sign that they will abide by all IB regulations regarding Academic Dishonesty. The relevant sections of the agreement states that: "Being an IB student carries certain obligations and responsibilities and by signing this contract the student and parent(s) indicate that they understand and will abide by all IB regulations, both external and internal and all Village School standards, as detailed in the Student Handbook.

All work completed by the student must be his/her own work. If malpractice is suspected, IB may be notified. Examples of malpractice are: submission of an assessment which is not the candidate's own work, malpractice or misbehavior during a written examination, plagiarism, computer misuse/abuse. If malpractice is substantiated, he/she may be withdrawn from the IB subject. Other consequences for academic dishonesty and/or plagiarism include, but are not limited to, earning a zero on the assignment, completion of a new assignment, letter of apology and reflection, detention, Saturday detention, Dean's Contract, Disciplinary Probation, suspension, and dismissal. This is in accordance with the Academic Honesty Policy of the school as detailed in the Student Handbook."

Definitions

(from The Village School Student Handbook)

ACADEMIC DISHONESTY occurs when students obtain or assist others in obtaining credit for work that is not their own. It is any form of cheating that uses deceit to misrepresent what an individual actually knows or is able to do in order to complete an assignment or test. Forms of academic dishonesty may include, but are not limited to, the following:

- Copying information from another person's assignment, test or quiz
- Allowing a student to copy from one's assignment, test or quiz
- Communicating with another student during a test or quiz
- Receiving information about an assignment, test, or quiz that has not been released by the teacher
- Using unauthorized notes including, but not limited to, invisible ink, cheat sheets, writing on one's body or belongings
- Using unauthorized devices including, but not limited to, mobile phones, iPods, tablets and cameras
- Removing examinations or parts of examinations without the knowledge or consent of the teacher
- Stealing or accepting stolen copies of tests and/or answer keys
- Submitting falsified information for grading purposes
- Submitting a previously completed assignment for a different class
- Changing answers when self-correcting work

- Calling in sick or otherwise avoiding a deadline, test, or quiz date
- Plagiarism
- Altering a teacher's grade book
- Using professional help such as an author, expert, tutor or purchased service in violation of guidelines established by the teacher
- Submitting a paper or project which is not the student's own work
- Any other violation intended to obtain credit for work which is not one's own

PLAGIARISM is the act of taking and using another person's work as one's own. It is taking and presenting as one's own the ideas, research, writings, creations, or inventions of another. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Paraphrasing is the close restatement of another's idea using approximately the language of the original. Paraphrasing without acknowledgement of authorship is also plagiarism and is as serious a violation as an unacknowledged quotation.

The most important consequence of academic dishonesty is the damage it does to your character, self-respect and reputation. It is the responsibility of all members of The Village High School community to report any violations or suspected violations of the Academic Integrity Policy to the Dean of Students. Consequences for academic dishonesty and/or plagiarism include, but are not limited to, earning a zero on the assignment, completion of a new assignment, letter of apology and reflection, detention, Saturday detention, Dean's Contract, Disciplinary Probation, suspension, and dismissal.

Expectations

The Statement of Personal Honor is the foundation that The Village High School utilizes to guide the development of academic excellence and personal integrity in each student. It is a statement of intent and sets a high standard for all students to strive towards. Students sign the statement of personal honor when they sign the Student Handbook at the beginning of each school year. It is an expectation that Advisors read and discuss this section of the Student Handbook within the first 2 weeks of the school year.

Statement of Personal Honor

"By becoming a member of The Village School community, I agree to abide by the school's standards, policies, and procedures. On my honor, I will conduct myself according to the highest standards of integrity in all areas of school life, and I will treat others always with honesty, civility and respect."

Students are reminded that they should adhere to the Statement of Personal Honor, not only for their benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all expectations and responsibilities within this handbook. Students not adhering to The Village High School rules and policies will be subject to disciplinary action and possible dismissal.

All members of The Village High School community, whether on campus or off campus and whether in person or online, are expected to adhere to the Statement of Personal Honor.

Support and Monitoring

Advisory

All students will be assigned to Advisory throughout the year. Topics addressed will include Student Handbook, School Community and Spirit – including House activities, Academic Honesty, Time Management, Social and Emotional skills, and periodic Academic Reviews. Attendance is required and will be taken. Failure to attend advisory may result in disciplinary action.

Technology Usage Policy

It is recognized that the proper use of technology is very much linked with academic honesty, therefore the relevant sections from the student handbook are included below:

“The Village School is pleased to offer student access to computers and a network for the Internet. When used appropriately, technology serves as a dynamic tool for learning that optimizes productivity, connectivity, collaboration, and creativity. Whenever using technology at Village, students are agreeing to the Digital Citizenship Agreement.

The following rules apply to all students using computers and the internet at school. A *zero tolerance policy* will be enforced. Any violation of these rules may result in disciplinary action and/or a loss of computer privileges for the remainder of the school year including being withdrawn from a computer course without credit.

The Digital Citizenship Contract

All high school students are required to read and sign the Digital Citizenship Agreement at the beginning of each school year, as part of the Student Handbook procedures. The relevant sections of the contract state that:

“We expect all students to adhere to the following Technology Honorable Use Code while using technology both in school and outside of school. Students sign that:

- “I will use the internet responsibly to research information that will help my education, and for entertainment at specific websites when given permission by my teacher.
- I will respect the privacy of others and only access services and content where I have been given permission.
- I will strive to be an honorable digital citizen whether I am using the school’s technology or my own.
- I will only represent my own creativity in my work and will give credit to the work of others”.

“By striving to use technology in this manner, you will excel as a member of the Village School community, as well as an honorable citizen in the digital world. Technology is powerful, and the internet provides millions of opportunities for research and communication around the globe. Using this tool properly and honorably will help further my education, and help to build my character as I progress through The Village School.” (The Village School Student Handbook 2015-16)

Turn-it-in.com

Every student and teacher in the High School is given an account with turn-it-in.com. While teachers are encouraged to use turn-it-in.com for collecting electronically submitted work, it is not yet a requirement, however, they are expected to educate their students on how to use this tool to make sure the work they submit is authentic.

Teaching students about academic honesty

It is an Advisor’s responsibility to teach one class period during the first two weeks of each school year about academic honesty. The lesson plan will be provided by the school counselor or other person designated to be responsible for advisory lessons. All students must sign the School Academic Honesty policy, the IB Agreement and the Digital Citizenship policy at the beginning of each school year. It is the advisor’s responsibility to review these policies and any changes to them as part of the induction period at the start of the school year.

Teaching students how to cite sources in an appropriate way

It is the responsibility of the classroom teacher to teach the students how to cite the relevant sources for their subject as the need arises. This will happen, if not in middle school, from the beginning of 9th grade.

Extended Essay and TOK support

It is expected that supervisors of Extended Essay will meet with the students at least 4 times during the process, including the Viva Voce. There are multiple purposes for the meetings, but one important aspect is to read the drafts of the students to ensure the “voice” is authentic and advise with the citing of sources. This is in compliance with the new IB requirements. During the TOK essay process, it is a requirement that there are 3 documented discussions with the TOK teacher. This is in compliance with the new IB requirements.

Conduct of the External Examinations

All IB regulations must be adhered to regarding the proper conduct of the official examinations. It is the responsibility of the IB Coordinator to ensure the integrity of the process so that students are not given any opportunity to violate any academic honesty regulations. In case of absence, this responsibility is given to the Director of the High School or the Assistant Director of the High School.

Conduct of in-class tests and internal school exams, including the Mock Exams

Teachers in all classes are trained in exam protocol before the first semester exams of each school year. IB regulations are followed by all teachers of all classes, regardless of whether they are IB classes or not.

It is the responsibility of the teacher/proctor of the test/exam to ensure that students are following the regulations. Paper and electronic copies of the exam instructions are provided to every teacher/proctor for use before and during exams. No teacher is permitted to work on anything else, including use of electronics, except for emergencies during exams. For In-class tests, teachers should ensure that students are seated, appropriately spaced, and/or have screens to separate students so that they cannot see each other's answers. All cell phones must be turned in before testing begins. A bin is provided to each classroom for this purpose.

Consequences of Academic Dishonesty

Disciplinary Responses

The Village School believes that all students are capable to learn from their mistakes. The goal of the discipline system at The Village School is to encourage students to take responsibility for their actions, to make appropriate choices and to develop self-respect and self-discipline. If IB assessments are found to contain any aspect of academic dishonesty, teachers must follow the processes below, but must give students a chance to re-do the assessment. The only exception to this is if the student has already signed the IB IA coversheet declaring that the work is their own. If the malpractice is discovered after this point, the teacher must inform the IB Coordinator who will follow the necessary steps with IB, which may lead to the withdrawal of the grade for that component or subject.

Disciplinary Processes

Level One Infractions are typically handled by the teacher or staff member who witnesses the infraction, although they may be referred to the Dean of Students. Level Two Infractions are typically referred to the Dean of Students, who will speak with the student before deciding on a course of action. All Level Three Infractions will be handled by the Dean of Students, who may choose to convene the Judicial Committee to assist in deciding upon a course of action.

The Director of the High School, in consultation with the Dean of Students, makes all final decisions regarding Disciplinary Probation and In/Out-of-School Suspension; and the Head of School, in consultation with the Dean of Students and the Director of the High School, makes all final decisions regarding Dismissal. All requests for reviews of disciplinary infractions, procedures, and/or consequences should be directed to the Director of the High School.

(c) Levels of Infraction

To differentiate between types and severity of behavior infraction, there are three levels of infraction: Level One, Level Two, and Level Three. The following chart outlines the three levels of infraction, relevant to Academic Dishonesty, and actions that may be taken at each level.

Level One Infractions not applicable for Academic Dishonesty

Level Two Infractions		
Definition	Examples may include but are not limited to:	Consequences may include but are not limited to:
Inappropriate behavior that reaches the level where its frequency and nature is disruptive to the learning environment. It is expected that school efforts to develop collaborative approaches to building and maintaining a positive school climate will reduce the occurrences of such behavior. Any Level Two Infractions should be reported to the Dean of Students.	Academic Integrity Infraction	<ul style="list-style-type: none"> - Detention - Saturday Detention - Dean’s Contract - Administration – student conferences - Administration – parent conferences - School-based counseling - Out of school counseling - Repair / restitution of damaged property - In or Out of School Suspension - Suspension from sports and extracurricular activities - Verbal or written apology - School-based community service - In all cases the incident will be recorded in the student file

Level Three Infractions		
Definition	Examples may include but are not limited to:	Consequences may include but are not limited to:
Any behavior that disrupts the educational process or the daily operation of the school; that harms or has the potential to harm any member of the school community; or that reflects poorly on the school, including any violation of criminal law, regardless of when or where it occurs. Level Three Infractions require immediate and urgent intervention. For any Level Three Infraction, a meeting with parents and administration will be held.	<p>Violations of Computer Use Policy</p> <p>Repeated Level One and/or Level Two Infractions</p>	<ul style="list-style-type: none"> - Verbal or written apology - Saturday Detention - Dean’s Contract - Disciplinary Probation - In or Out of School Suspension - Suspension from sports and extracurricular activities - School-based community service - Repair / restitution of damaged property - Counseling - Dismissal

Discipline Reporting to Universities

As a NACAC member, The Village School will, when requested on the institution's application, report student conduct records to colleges - including, but not limited to, serious disciplinary violations (level three infractions), honor violations, probation, suspensions, and dismissal. When discipline questions are asked on required college application forms to be completed by the college counselor, he/she will provide a written response to the question, describing the situation and disciplinary action while continuing to support the student on behalf of the school. When a specific disciplinary question is asked of a student on a college application, Village requires the student to provide the college a written report of the incident with an honest, thorough explanation. The college counselor will advise the student throughout this process. Should disciplinary action occur after college applications have been filed and prior to graduation, Village still considers it reportable to those colleges that specifically asked about disciplinary action in their application process.

Beyond communication with college admissions officers, student records and personal information remain confidential and can be released only with the written permission from a student or parent.

Disclosure to the Community

The Director and Assistant Director of the High School routinely provide details of infractions to faculty members with whom the students involved work closely: advisors, classroom teachers, and coaches. In addressing a specific infraction and its impact on the high school community, the Head of School or the Director of the High School might also communicate the infraction's detail to other groups: faculty members, VSPA leaders, and student leaders, for instance. Administrators will strive to balance the community's needs with students' privacy.

Judicial Committee

In some cases of Level Two Infractions and most cases of Level Three Infractions, the Dean of Students may convene the Judicial Committee. The Judicial Committee is a body of students and faculty who represent The Village School community and make recommendations to the administration.

Process:

- 1) The Dean of Students will present the case to the Judicial Committee for behavior/discipline issues.
- 2) The defendant(s) will have the chance to present to the Judicial Committee and bring one member of the community as an advocate for their case (usually the advisor).
- 3) The Judicial Committee will need a majority decision for a recommendation to be made to the administration. The administration is encouraged to support the decision, but has the right to amend it. All disciplinary responses are available for the Judicial Committee to recommend.
- 4) Meetings are 'closed' for confidentiality.

Policy reviewed in October 2015

By IB Coordinator, Assistant Director of High School, Director of High School

Next review August 2016