Academic Honesty Policy at GHS

The GHS Learning Community values personal integrity as a fair and principled representation of one’s abilities and skills. As such, academic honesty is the heart of student achievement and authentic performance. Lapses in judgment or premeditated choices to misrepresent one’s abilities or skills constitutes academic misconduct and may result in action taken by GHS, one of its affiliated programs, or the IB Diploma Program.

Philosophy

Academic Honesty is a belief held by the GHS Learning Community that all students are responsible for the authenticity of their own work. Furthermore, all members of this community—students, teachers, administrators, staff, and parents—take ownership of their written, visual, or audio compositions and its originality explicitly noting when the work of another has been included in theirs.

Overview

At Guilford High School, it is especially important that its students take sole responsibility for any and all of their academic work; they alone are accountable for its originality. Students should:

- Ensure that all sources they have consulted are acknowledged in their work using the referencing style agreed upon by their teacher.
- Make sure that information they have used is acknowledged in the body of the text and is fully listed in the works cited.
- Use quotation marks or indentation to show all text that is someone else’s exact words and do not forget to show whose words they are.
- Cite their source whether they use a direct quotation or paraphrase the words or ideas of another so that readers can find the reference; if you cannot state the origin of a source it is better not to use it.

While there is only one set of values and skills that constitute academic honesty, there are many forms of academic misconduct or malpractice. Academic misconduct or malpractice is a behavior by a student that results in that student gaining an unfair advantage over another student or receiving credit for work that is simply not, in part or in its entirety, his/her own work. What often complicates the concept of academic dishonesty are the areas of academic negligence, academic infringement, or collaboration.

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• **Academic Negligence** is an act of plagiarism which ranges from students being careless in not recording their sources to displaying a casual disregard for the origin of the material in their work.

• **Academic Infringement** is the failure of students to note the source of information within the body of their work (i.e. quotation marks or the like) but has or has attempted to acknowledge the source in their works cited page. Although this is not plagiarism, per se, no mark or grade may be given to the work.

• **Collaboration** is loosely defined as working together on a common task with the aim to share information. Students, however, are still responsible to produce their own work in their own voice and do not allow their work to be copied or submitted by another student.

What often convolutes this issue of misconduct for students, parents, and even teachers is the intention or perceived intention of such an act. Nevertheless, it is the work that the student submits, and only that work, which is under review.

**Definitions of Academic Misconduct or Malpractice**

**Plagiarism**— is the representation of the ideas, words, or work of another person as the student’s own. Students must also be aware that translating a passage of text and using the translation in their own work without acknowledging its source is also plagiarism.

**Collusion**—is supporting malpractice by another student, as in allowing one’s work to be copied or submitted for assessment by another.

**Duplication of Work**—is the presentation of the same work by a student for different assessments, assessment components, and/or GHS or IB requirements.

**Misconduct**—is a breach in protocol or conduct during an examination or assessment. Students who possess unauthorized material, demonstrate disruptive behavior, copy another’s work, or communicate with another student are examples of this misconduct.

**Disclosure of Information**—is the exchange of any information to another student whether a student gives or receives such information. Additionally, any discussion of the contents of an examination or assessment within 24 hours after the examination is also misconduct.

**Procedures for Academic Honesty Infractions**

In all academic work for GHS, inclusive of the school’s IB Diploma Program, teachers often require drafts of work to be completed. Within this context teachers may allow students the option of correcting any irregularities in their work before submitting their final copy or in any official submission to IBO. Teachers may also require students to submit work electronically to turnitin.com.

If a teacher (student, parent, or administrator) suspects that a student is in violation of academic honesty policy (or if turnitin.com reveals any degree of plagiarism):

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1. The teacher will make every attempt to document the source of the infraction.
2. The teacher will consult with the student to discuss the infraction.

If an infraction has occurred,
1. The student will receive a zero on the assignment.
2. The student’s parent(s) or guardian(s) will be contacted.
3. The teacher will notify the Dean of Students of the malpractice.
4. The Dean of Students, and when appropriate the IB DP Coordinator, will meet with the student to determine the consequences of malpractice. Consequences can range from a zero on the assignment, a Saturday detention, to the loss of credit in the course. In extreme cases or multiple infractions, suspension or expulsion may be necessary; in cases involving the IB DP, removal from the program may also be necessary.
5. The Principal will record the incident, notify the parents, BOE, and in cases involving IB, the IBO.

In cases specific to the IB Diploma Program, any infraction or malpractice on an official IB assessment component, requires the IB DP Coordinator and the Principal to follow IB protocols. In most cases, the student will be removed from the program and the assessment will be void.

As the International Baccalaureate Organization states:

“Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills. Although it is probably easier to explain to candidates what constitutes academic dishonesty, with direct reference to plagiarism, collusion, and cheating in examinations, whenever possible the topic must be treated in a positive way, stressing the benefits of properly conducted academic research and a respect for the integrity of all forms of assessment for the Diploma Program.”