Academic Honesty Policy
Stonewall Jackson High School
2015-2016

Statement of Purpose
The primary purpose of this policy is to promote scholarship and create a safe learning environment. It is assumed that Stonewall students are honorable people. Students are here to learn; academic misconduct makes learning impossible. As part of this policy teachers grant privileges and opportunities of citizenship, and each person within the community accepts two fundamental responsibilities:
1. To maintain personal integrity by internalizing and living the Code;
2. To maintain the integrity of the community by helping others live by the Code

The successful functioning of the Honor Code depends on mutual confidence and trust among students, teachers, and administrative staff. Unless each is assured that the other will uphold the policy, the Code will fail and the learning environment will be diminished. The significance of this matter should not be underestimated. The certification a person receives from completing a course or requirements for a diploma is without value if the person obtained it dishonestly.

The International Baccalaureate offers a quality education that not only ensures knowledge, but also cultivates the virtues of honor, courtesy, model behavior, and perseverance. Of these virtues, honor is of great importance, for it is personal integrity that will influence and finally determine many of our actions and beliefs. To help the development of such values, the IB Honor Code has been established to help uphold the tradition of excellence for which Stonewall Jackson High School is known and respected. We devised the Honor Code and policy in order to clarify expectations for students who find themselves in an unfortunate circumstance, but especially to preserve the integrity of our IB program and what it represents.

What is Academic Dishonesty?

At Stonewall Jackson High School students are taught the difference between collaboration, collusion, citations and plagiarism and how to avoid misconduct.

Collusion: the act of working with others to intentionally defy the honor code

Plagiarism: the improper use of outside sources which can include but is not limited to improperly citing materials, using works and passing off as original, copying from another student

Academic Misconduct: This broad spectrum can include but is not limited to improper use of technology on an assignment, copying the work of others, using materials during assessments that are prohibited, discussing assessments via the internet or in person.
School Responsibilities

All members of the faculty are involved in the issue of academic honesty in some manner at Stonewall Jackson High School. On the first day of school every autumn, all students receive a student agenda which contains the Prince William County Code of Behavior. The agenda contains sections on: Honor Code, absences, electronic devices, and a code of behavior. This code discusses student responsibilities and consequences of violations.

Several times per year the school hosts informational meetings relevant to the IB Programme and what it means to be an IB learner. Some of these are: parent breakfasts, information fairs, information nights, and parent nights. In addition, the coordinator meets with Diploma level students and parents to address the issue of academic honesty and has all candidates sign the Academic Honesty Code. Prior to IB exams in May, the DP Coordinator meets with all testing candidates and reiterates the Academic Honesty Code. There are also several opportunities throughout the year that the school schedules teacher workdays or a Touchbase event so teachers are available for conferences with parents while the students are not in school.

Prince William County Schools has also implemented a “bring your own device” policy as well as a “1 to 1 backpack” initiative to have more access to technology in the classroom. By having more technology available, the school depends on the teacher to instruct students how to use technology in a principled manner.

In addition, all teachers are required to have professional development hours in English as a Second or Other Language to assist students in their learning. Our school sends teachers to professional development opportunities that are Prince William County based as well as IBMA (IB Mid-Atlantic Association). These training sessions are done so that our teachers have the resources available to promote academic honesty while implementing best practices of teaching. The IBDP Coordinator has also attended a pre-conference workshop on Academic Honesty at the IBA Conference in New Orleans.

Teacher Responsibilities

Stonewall Jackson High School teachers are professional educators who understand the myriad of reasons why academic dishonesty may occur. In order to prevent these occurrences, our teachers have the following things in place in their classroom to make it easier for the students to understand:

- All DP/MYP courses have the same academic honesty policy written into the syllabi and is reviewed with each class at the start of the school year.
- All DP courses share an online scheduling calendar to prevent overscheduling of major assessments.
- Teachers review their own technology policies in and out of class with the students.
- Teachers utilize turnitin.com for written assessments as a check against plagiarism.
- Departments have agreed on a common form of written citation, Modern Language Association, and help students use tools such as the Purdue OWL site for correct citations.
- During class, scenarios are played out to distinguish between cheating, plagiarism and collusion.
- When submitting assignments, teachers may ask students to 'pledge' that the work is honest.
- Students are met with and sign academic honesty contracts at their entrance to the program.
- Teachers must maintain an online website, currently delivered through School Fusion.
- Teachers provide adequate space for students during assessments to deter misconduct as well as administering assessments only when they are present.
**Parent Responsibilities**

The coordinators of IB MYP and IBDP put together two informational nights for rising freshmen and new students as well as an information night for the parents of testing candidates. In each meeting academic honesty is a topic for discussion. Parents are to encourage their student to reach out for help to their teacher and be role models of academic behavior and to assist students with time management.

**Student Responsibilities**

The IB Diploma Program is difficult, and while group study is both accepted and encouraged in many circumstances, ethical conduct is expected at all times. IB students shall be honor-bound to **refrain from misconduct of every kind, including, but not limited to, the following:** copying, exchanging old tests or papers, looking at someone’s answers, giving or receiving answers online or any other manner, using cheat or “crib” sheets, plagiarizing, downloading papers from the Internet, or any other criteria deemed as misconduct by a specific instructor.

Any individual violation of the Honor Code compromises every member of the community. Therefore, the entire community has a deep-rooted investment in the honesty of every person at SJHS. **Students are duty-bound to take action to stop any violation of the Honor Code.** Action may include speaking directly to the offender and/or speaking privately to a teacher or the IB coordinator. Inaction implies that the student-witness condones inappropriate behavior. Living in a manner that is consistent with this code will produce an atmosphere of trust, freedom, and integrity that distinguishes Stonewall Jackson High School and its IB program from other schools.

- Students will take advantage of before and after school tutoring, especially on days where the activity bus picks up students. These opportunities are there to seek clarification, help with revisions and make up work when students have previously missed deadlines.
- There should be no unpermitted use of technology in the classroom, as set forth by the county, school and individual teacher's guidelines.
- Students should refer to their agendas and if applicable the online calendar for diploma level classes.
- When in doubt of how to seek help on assignment, the default should always be to ask the teacher and to refer to our web page: [www.sjraiders.org](http://www.sjraiders.org) where the IB document on citing and referencing is uploaded as a reference under” Specialty programs”.
- Students should demonstrate their ability to work collaboratively in the classroom.
- At the entrance of the program students sign their honesty contract and are expected to uphold all of the requirements.
Procedures and Potential Consequences in the case of Academic Dishonesty

Stonewall Jackson High School approaches each instance of academic dishonesty as a collaborative investigation amongst the classroom teacher, the student(s), the parent, the coordinator and the administrator. By having all of these components, we hope to get to the root of the problem and prevent it from happening in the future, whatever the case may be.

Violation of the Honor Code will be handled as follows:

Classroom Teacher:

1. Interview the student
2. Contact the parent/guardian
3. Submit the following to the IBDP/MYP coordinator:
   - The assignment instructions given to the students
   - The assignment in question (make a copy)
   - Evidence of malpractice

Coordinator:

1. Contacts student and requests reflections written about the incident. (multiple students will meet with the coordinator separately)
2. Investigates incident and counsels on academic honesty
3. Assigns disciplinary action for offense and confers with teacher and notifies parents. Consequences may include but are not limited to: receiving a zero for the assignment, community service, detention, partial credit for assignments, mandatory tutoring sessions, or removal from course or IB programme.
4. Major offenses involving IB internal or external assessments involve a hearing with a parent present.

All violations that occur during an IB Exam or outgoing Internal Assessments and Extended Essays, will follow the guidelines set forth by the International Baccalaureate Organization in: Academic Dishonesty: Guidance for Schools, July© 2011 update. This allows the possibility of Internal Assessments and extended essays to be redone prior to the pledge being signed and still being submitted by the set deadline.

5. Coordinator notifies parents of consequence.

Policy Review

This policy is reviewed by the administration, MYP and IB Coordinators and a group of teachers, students, parents and staff members each year and is updated as needed.