

## Atherton High School HL IB English: Literature A Academic Honor Code

*Atherton High School – in conjunction with the International Baccalaureate Organization (IBO) – prides itself on cultivating high quality academic achievement that instills the values of academic honor, honesty, and integrity in each individual student. In order to promote honest writing and research practices by all Atherton High School students, the following academic honor code policy is presented.*

1. All students will receive instruction in English classes on what constitutes plagiarism, which, along with other forms of academic dishonesty, is basically defined as follows, according to the Merriam-Webster Dictionary: *“To use the words or ideas of another person as if they were your own words or ideas.”*
2. Students are expected to cite properly; any ideas, words, or phrases that appear in another source must be acknowledged at the point at which they are utilized in a student’s work according to the proper citation method of the academic discipline for which the work is required (*i.e.* MLA for Arts and Humanities disciplines; APA for Science disciplines).
3. Upon receiving instruction on taking notes, paraphrasing, and documenting as research strategies designed to prevent plagiarism, students and Parents/Guardians will be asked to read and sign this honor code policy, which the English teacher of record will keep on file, as an indication that they are aware of Atherton’s academic honor code. The details of the code are as follow:
  - The student is aware that using some other writer's words, ideas, phrases, or intellectual property without giving accurate documentation is a serious offense that amounts to cheating and theft. The student is aware that plagiarism even includes copying the structure and organizational patterns created by another author and that downloading information from the internet in part or in whole and inserting it into his/her work without giving proper credit to sources also amounts to plagiarism.
  - If a paper is suspected of plagiarism, the student will have the right to answer the charge and provide evidence that the paper was not plagiarized (rough drafts, notes, etc.). If the student does not provide sufficient proof that there was no plagiarism, the piece will be deemed plagiarized and will receive zero credit.
  - The student has the option to appeal to the administration if they feel the decision is in error.

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### Honor Code Violation Consequences:

#### **First Offense – Non-IB Assessment Instances of Plagiarism:**

- The instructor will discuss the infraction with the student. Student will receive a zero on the assignment. Opportunity for make-up will be left to instructor discretion.

#### **Second and Subsequent Offenses – Non-IB Assessment Instances of Plagiarism:**

- Student will be given each of the consequence outlined under first offense, except there will be no opportunity for make-up.
- The IB Coordinator, in consultation with the school administration and other vested parties, may assign additional penalties based on the severity of the offense.

General regulations: Diploma Programme Guide

(found at [http://www.ibo.org/documentlibrary/regs\\_ibworldschools/documents/DP\\_regs\\_en.pdf](http://www.ibo.org/documentlibrary/regs_ibworldschools/documents/DP_regs_en.pdf)):

- 30.1** The school's Diploma Programme coordinator must inform the IB Organization if he or she identifies any malpractice (for example, plagiarism) in relation to a candidate's work after the candidate has signed the cover sheet to the effect that it is his or her own work and constitutes the final version of that work. In such cases, or when an examiner or the IB Organization suspects malpractice, the school will be required to conduct an investigation and provide the IB Organization with relevant documentation concerning the case. If questions arise about the authenticity of a candidate's work before the cover sheet has been signed, that is, before the work has reached its final stage, the situation must be resolved within the school.
- 30.2** Candidates suspected of malpractice will be invited, through the coordinator, to present a written explanation or defense.
- 30.3** Cases of suspected malpractice will be presented to the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigations to be made.
- 30.4** If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.
- 30.5** If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No IB diploma will be awarded to the candidate, but a certificate will be awarded for other subject(s) in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.
- If a case of malpractice is very serious, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination session.
- 30.6** If the candidate has already been found guilty of malpractice in a previous session this will normally lead to disqualification from participation in any future examination session.
- 30.7** An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.

Student Name *PRINTED*:

Student *SIGNATURE*: \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

*My son/daughter has discussed the above policy with me/us and understands what constitutes plagiarism and the consequences.*