

POLICY NAME: Policy on Academic Honesty
POLICY NUMBER: 23.0
DATE OF APPROVAL: 7 November 2016

POLICY CROSS-REFERENCED:

- The Beacon Academy Student and Parent Handbook 2015-2016
- Policy on Assessment

REFERENCES:

- The Mission and Vision of the Beacon Academy
 - Manual of Operations for Private Schools of the Department of Education
 - IB Middle Years Programme: From Principles into Practice
 - IB Diploma Programme: From Principles into Practice
 - Diploma Programme Academy Honesty, IBO 2009, updated July 2011
-

POLICY STATEMENT

The Beacon Academy is committed to “academic excellence, citizenship, integrity, and the education of the whole student” in pursuit of its mission as a secondary school. In its adoption of the programs of the International Baccalaureate Organization, it seeks to cultivate qualities enumerated in the IB Learner Profile in the community, particularly the development of a principled, reflective and caring student body. As such, the institution adheres to academic honesty in all its endeavors.

Academic honesty is based on the belief that authors have a right to their own work and must be acknowledged by following accepted procedures for attribution. As members of an academic institution, teachers, students and staff of the Beacon Academy are expected to be honest in this matter with each other and with external publics. Students in particular are expected to create and submit original work and have the right to be recognized and assessed based on such work.

The school administration and faculty will make individuals aware of key definitions involving academic honesty (see below), develop structures and protocols (e.g. assessments, intellectual property rights management) that minimize possible transgressions to this policy, and communicate disciplinary consequences in suitable fora and forms so as to ensure the awareness and compliance of the entire community.

POLICY GUIDELINES

1. Definition of Terms

- i. Intellectual Property: An original work created by an individual or group of individuals remains the intellectual property of the authors. If used by others, the work must be properly and appropriately cited, following recognized conventions of attribution.
- ii. Academic Dishonesty: Authentic authorship is defined as having created and produced, through one’s own abilities, a piece of work submitted or even an idea expressed in class. When the work submitted is produced using another’s ideas, skills or abilities without proper attribution or citation, such work is deemed inauthentic and therefore constitutes academic dishonesty. When an individual attempts to exhibit knowledge that is not gained through one’s own efforts, such as copying from another student’s work, that is an instance that is deemed academically dishonest.

- iii. Plagiarism: Passing off someone else's work, ideas or expressions of ideas or concepts (whether literary, artistic, musical, mechanical, or electronic) as he's own. Plagiarism includes paraphrasing an idea as well as a failure to properly attribute the source of one's ideas, whether willfully or inadvertently.
- iv. Collusion: The willingness to commit academic dishonesty to favor another, and to give the other an undeserved or unfair academic advantage. An individual who allows their work to be used dishonestly is an accomplice and therefore subject to disciplinary action.

2. Institutional Responsibilities

i. Students

- a. All students must attend an academic honesty session (oral and written), and sign a waiver document that they have attended the said session.
- b. Students must be honest and follow the proper citation of sources (e.g. MLA, APA) whenever incorporating another person's ideas, words, videos, images, music, etc. in their work.
- b. All forms of work submitted or accomplished for class must contain the proper attribution of sources, when applicable.
- c. Students may seek guidance from teachers and/or the school librarian when gathering data or materials for academic work.

ii. Parents

- a. Parents must understand the Academic Honesty Policy and guide their children in its compliance. This includes encouraging their children to discuss, ask, and seek clarification of assigned tasks, and knowing and communicating the consequences of the academic dishonesty in their studies.
- b. Parents may keep in constant communication (whether through face-to-face appointments, phone calls or the school-designed online platform) with the school through faculty advisors and teachers in order to understand assigned tasks.

iii. Teachers

- a. Teachers must discuss the value and importance of academic honesty with students.
- b. Teachers must ensure that all academic materials used in class have the correct and proper attribution of sources.
- c. Teachers must demonstrate acceptable methods of the academic citation of sources.
- d. Teachers must provide time for students to consult and clarify details of the task and the honest presentation of sources.
- e. Teachers must provide feedback to students, parents and administrators regarding the progress and needs of students in this area, raising concerns and possible formative interventions, if necessary.

iv. School Administration

- a. The school administration must inform the community of the Academic Honesty Policy.

- b. The school administration must provide professional development opportunities to keep abreast of current issues in intellectual property, as well as new and internationally acceptable ways for proper attribution of sources.
- c. The school administration must monitor the teachers' unit plans and materials for compliance with the Academic Honesty policy.
- d. The school administration must ensure the library collection and related practices of the Academy support the Academic Honesty policy.

3. Disciplinary Action

- i. Any member of the Academy may trigger an investigation or inquiry into a suspected instance of academic dishonesty as defined above. All investigations must conform to the procedure of due process as outlined in this section.
- ii. The Dean of Faculty or representatives assigned by him or her serves as mediator between parties involved in an inquiry of a suspected instance of academic dishonesty. All inquiries into academic dishonesty are confidential.
- iii. The complainant informs the individual suspected of academic dishonesty about the suspected instance in writing, explaining the nature and cause of the accusation with evidence to support the claim.
- iv. The individual charged shall answer the complaint in writing and will have the write to adduce evidence as presented, if applicable. The individual may respond with an assistance of counsel (e.g. parent, guidance counselor, etc.).
- v. The Dean of Faculty shall consider the evidence based on submitted reports, decide on the case, and determine the type of offense and its consequences:
 - a. For a First Offense, an incident report is filed to the Head of the School and the parents of the student, if applicable, are informed in writing with signatures of all parties involved. School counseling will be provided to the individual immediately after the incident. No grade or recognition will be given for the work submitted.
 - b. For a Second Offense, an incident report is filed to the Head of School and the parents of the student, if applicable, are informed in writing with signatures of all parties involved. School counseling will be provided to the individual immediately after the incident. No grade or recognition will be given for the work submitted, and the individual will serve a suspension from school.
 - c. For a Third Offense, an incident report is filed to the Head of School and the parents of the students, if applicable, are informed. The individual is asked to withdraw from the school.

POLICY REVIEW

This Policy on Academic Honesty will be reviewed on a regular basis as needed by the administration and faculty as a whole, in consultation with established guidelines of the school's accrediting organizations. The Policy must be reviewed every five years.