



Academic Honesty Policy



Bellerose Composite High School provides opportunities for students to prepare for future endeavours and lifelong learning. Both school and community-based educational opportunities are offered to students in order to give them both the skills and experiences to keep pace with an ever changing world.

Together with the IB Learner Profile, we encourage students to strive to be: **inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.** These aims can only be achieved in an environment where academic integrity and honesty are present.

The IB Academic Honesty Guide defines an authentic piece of work as

“one that is based on the candidate’s individual and original ideas with the ideas and works of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate’s own language, expression, and ideas. Where the ideas or work of another person are represented within a candidate’s work, whether in the form of a direct quotation or paraphrase, the source(s) of those ideas or the work must be fully acknowledged” (2).

Malpractice is defined “as behaviour that results in, or may in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components” (3). It can involve any of the following actions:

- **Plagiarism** is defined as “the representation of the ideas or work of another person as the candidate’s own” (3).
- **Collusion** is defined as “supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another (3). Please note by knowingly and willingly allowing someone to copy your work, you are also guilty of collusion. Also, please note, that there is a difference between collusion and submitting a group project that all members have worked on and to which all members have contributed equally.
- **Duplication of work** is defined as “the presentation of the same work for different assessment components and/or diploma requirements” (3). Please note a diploma candidate cannot submit the same paper for both their Historical Investigation and their Extended Essay.
- **“any other behaviour** that gains an unfair advantage for a candidate or that affects the results of another candidate” (3). Behavior that allows students to gain an unfair advantage could include a student bringing notes into an examination and using these notes to get a better grade.



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All staff at Bellerose Composite High School are here to help you with your questions regarding citation and referencing. We want all of our students to understand the concept of **intellectual property** which includes “patents, registered designs, trademarks, and copyright” (2). For example, a published author has a copyright for their book. If someone claims this author’s ideas as their own, it is considered to be theft of that author’s ideas.

A student must use citation when they are discussing an author’s unique idea(s). There is a difference between a known fact and a unique idea.

Fact: Franklin Roosevelt died in April of 1945.

Unique Idea: “Inexperienced and insecure, Truman’s adoption of an ‘Iron Fist’ approach caused a rift between the superpowers.” This quotation is taken from the text The Cold War written by Steve Phillips with series editors Martin Collier and Erica Lewis.

Paraphrase: “Due to his own insecurity as a leader, Truman caused problems on a world scale because of his ‘Iron Fist’ approach.” (Phillips, Collier, and Lewis must be acknowledged, because they are the sources of the original idea.)

Our two preferred methods of citation are APA (American Psychological Association) or MLA (Modern Language Association). These are the two citation methods that will be accepted for classroom work as well as IB assessments and examinations.

On the BCHS school web page. Students, at any time, can access information concerning correct referencing and citation by following these steps:

1. Click under “Helpful Information”.
2. Go to “Library and Online Resources”.
3. Click on “Destiny”.
4. Once in “Destiny”, a menu appears. In the menu is a section entitled *Under Citations*. In this section, students can choose to access the following links: **A Research Guide for Students, BibMe, Citation Machine, EasyBib, The University of Alberta – Plagiarism.**

In addition, in Microsoft Works, students may click the References tab and select either APA or MLA as their method of citation.



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If a student makes the unfortunate decision to be academically dishonest, the following penalties at the school level will occur:

1. A mark of zero will be recorded for the student.
2. The student will be referred to the IB Coordinator at which time the student's parent/guardian will be contacted.
3. The student, parent/guardian, subject teacher, and the IB Coordinator will meet to discuss not only the academic dishonesty but also how and when the student will be given the opportunity to redo the assignment using correct citation and referencing. The initial mark of zero will not be changed unless the assignment is redone.

If a student is being academically dishonest during an exam situation, the same steps and penalties will occur.

If a further incident occurs regarding academic dishonesty, a mark of zero will be recorded, with no opportunity to redo the assignment. The student and their parent/guardian will be required to meet with the IB Coordinator.

Please be aware that IB conducts random checks for plagiarism; as well, examiners are experts in their fields and are well-versed in additional publications concerning their subject areas. At the IB level, if a student is suspected of academic dishonesty, an investigation will be launched and a final decision will be made by the final award committee. The IB policy for academic honesty states that if a candidate is found guilty of academic misconduct, “no grade will be awarded in the subjects concerned” (20).



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Declaration of Understanding

I have read and understood the BCHS Academic Honesty Policy. I understand that all my class assignments, tests, and work towards my IB internal assessments must be my own authentic and original work.

I also understand the penalties, at both the school and IB level, that I will face if I am found guilty of academic dishonesty.

Student Signature

Date

I have read and understood the BCHS Academic Honesty Policy, I understand that all of my child's class assignments, tests, and work towards IB internal assessments must be their own authentic and original work.

I also understand the penalties, at both the school and IB level, that my child will face if found guilty of academic dishonesty.

Parent/Guardian Signature

Date