

The logo is a large, stylized graphic in the background. It features a maroon and gold color scheme. On the left is a large, outlined letter 'M'. On the right is a stylized wildcat head facing right, also in maroon and gold. The title text is centered over the 'M' and the head.

# Mountain View High School Academic Integrity Policy

At Mountain View High School, we value both personal and academic integrity. Wildcats are expected to be honest, dependable, and responsible.

## **The Wildcat Code**

- I will behave at all times with Wildcat pride.
- I will respect others and myself through honesty and character.
- I will obey all school policies.
- I will encourage others through my words and actions.

## **The Wildcat Honor Pledge**

*"I have neither given nor received unauthorized help on this assignment."*

# Mountain View High School

## Academic Integrity Policy

### What is Academic Integrity?

A student demonstrates academic integrity by doing his or her own work without unauthorized assistance from another person, from a family member, or from outside sources such as books, the Internet, or someone else's work. Academic integrity is an extension of personal character and overall integrity. In academics and otherwise, MVHS Wildcats strive to be *principled* individuals who “act with honesty, with a strong sense of fairness, justness, and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and the consequences that accompany them” (IB Learner Profile 2008).

According to *Diploma Programme: From Principles into Practice*, “All coursework—including work submitted for assessment—is to be authentic, based on the student's individual and original ideas with the ideas and work of others fully acknowledged.”

### What is Malpractice?

The term malpractice refers to a violation of academic integrity. There are four main categories of malpractice: **Plagiarism** is defined as the representation of the ideas or work of another person as the student's own. **Collusion** is defined as 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 for different assessment components or classes (“double dipping” on assignments without instructor permission). The fourth category includes any behavior that would gain an unfair advantage for a student or that would affect the results of another student (these definitions have been *adapted* from IB General Regulations).

Practical examples of malpractice:

- It's not OK to copy someone else's work or let someone copy your work.
- It's not OK to look at someone else's answers during a quiz or test.
- It's not OK to turn in a history paper again in English class, unless the instructor has OK'd it.
- It's not OK to find an idea on the Internet and present it as if you came up with it on your own.
- It's not OK to use unauthorized study material during an exam (a “cheat sheet”).

While this is not a complete list of actions to avoid, it gives you some idea of what is meant by the terms *academic integrity* and *malpractice*.

### What does “unauthorized assistance” mean?

If your teacher has not explicitly told you that you can work with another student or use outside resources, assume that you are to do your own work without assistance.

### What if I'm not *sure* whether I'm allowed to collaborate with another student or use outside resources on an assignment?

You can't go wrong by asking the teacher. That's your best way to make sure that you are doing what's expected. Ask in class or email the teacher using School Fusion.

### What if Someone Wants to Copy My Work?

Do not risk your own academic integrity by allowing another student to cheat or copy your work. Consequences apply to both the student who copies and the student who allows the copying.

### What is Plagiarism?

As defined by the Modern Language Association, plagiarism involves two violations of integrity – theft and fraud:

*“Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own...constitutes fraud”* (MLA Handbook, 2003).

## How Can I Avoid Plagiarizing?

Avoiding plagiarism is easier than you may think: Any time you include an idea, phrase, or image that you did not come up with on your own – make sure you cite the source.

For example:

If you use a picture from the Internet in a PowerPoint presentation for class, cite the website to let the viewer know that you didn't create the image and to give credit to the person who did.

If you use a phrase or idea from something you read, cite the book or website where you read it and give credit to the actual author of that thought or wording.

If you present facts or data, cite the source and give credit to the person or organization that did the research.

## How Do I Know HOW to Cite the Source?

If your teacher has not provided you with a specific guide for citing sources, consult this guide provided by the IB:

[Effective citing and referencing](#)

## What is Turnitin.com?

Most teachers at MVHS use an online plagiarism program called Turnitin.com. This program requires students to submit their work online and checks the work against both online sources and a large archived database of past student papers. It then generates an "originality report" that highlights portions that match other sources. Students can use Turnitin.com to check the authenticity of their own work and make sure they are avoiding malpractice. Teachers use Turnitin.com to help teach students about properly citing sources and presenting their own work.

## What Happens at MVHS if I am Involved in Malpractice?

The SCPS Code of Conduct lists the following consequences:

*"Minimum of receiving no credit for the work and notifying the parent to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year."*

At MVHS, every violation of academic integrity *will* result in the following consequences:

- You will receive a zero for the assignment.
- Your parent/guardian will be notified.

The following consequences *may* also occur:

- You may be required to re-do the assignment.
- An honor code referral may be written to your AP.

When an honor code referral to the AP is written (*first violation*), the following *will* occur:

- You will be required to attend and participate in an after school Academic Integrity class.
- Your honor code violation will be recorded.

When an honor code referral to the AP is written (*after first violation*), the following will occur:

- You will receive at least one day of suspension.
- Your honor code violation will be recorded. It may affect your eligibility for student leadership opportunities such as NHS, SCA, prom/homecoming court, student government, etc.

## What Happens if I am Involved in Malpractice in IB or AP?

All students taking one or more IB course are encouraged to read the “General Regulations: Diploma Programme.” Available on the MVHS website: [IB DP General Regulations](#) The following is an excerpt from that document: “An IB diploma or certificate candidate that is suspected of malpractice on an IB assessment will be invited, through the IB Coordinator, to present a written explanation or defense. 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 investigation to be made. 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 subject(s) in which no malpractice has occurred. 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. An IB diploma or certificate may be withdrawn from a candidate at any time if malpractice is subsequently established.” It should also be noted that IB randomly checks candidates work for plagiarism using a web-based plagiarism prevention service.

The College Board publishes the following information with regard to academic integrity in AP courses: “When the AP Program or administration personnel find that there is misconduct in connection with an exam, students may be dismissed from the exam room, or the Program may decline to score the exams or may cancel the scores. Students involved in any exam misconduct will be asked to turn in their exam materials and leave the testing room. These students may not return to the testing room, and their exam scores will automatically be canceled. Failure to adhere to any of these policies and procedures may result in invalidation of AP Exam scores.”

## Further Information & Assistance

The following websites offer valuable assistance when it comes to Academic Integrity:

- Purdue University Writing Lab – [owl.english.purdue.edu/owl/resource/589/01/](http://owl.english.purdue.edu/owl/resource/589/01/)
- Turnitin.com – [turnitin.com](http://turnitin.com)

## Resources & Correlated Documents

This policy has been informed by the following IB documents and policies:

*Approaches to Teaching and Learning in the Diploma Programme*  
*General regulations: Diploma Programme*  
*IB Learner Profile Booklet*  
*Programme Standards and Practices*  
*Rules for IB World Schools – Diploma Programme*  
*The Diploma Programme: From Principles into Practice*  
*Diploma Programme Assessment Procedures*  
*Towards a Continuum of International Education*  
*What is an IB Education?*  
*Academic Honesty in the IB Educational Context*  
*Conduct in the IB Examinations*

This Policy has been informed by and correlates to the following SCPS or MVHS IB policy documents:

*Assessment Policy*  
*Language Policy*  
*Inclusive Education/SEN*  
*Policy Admissions Policy*

## **Rights and Responsibilities of the School Community**

### **Students' Rights**

- To be taught the skills needed to engage in academic integrity
- To have access to resources to develop research and citation skills
- To be able defend themselves if accused of academic misconduct

### **Students Responsibilities**

- To use the skills taught and resources provided to avoid academic misconduct
- To seek help if needed prior to engaging in academic misconduct
- To continue to learn from and correct any mistakes in academic integrity along the way

### **Teachers Responsibilities**

- Model academic integrity
- Explicitly teach students academic integrity skills
- Provide students with resources needed to engage in academic integrity
- Clearly communicate expectations of tasks related to academic integrity
- Provide formative feedback regarding academic integrity
- Inform students and guardians of any actions taken by the school related to academic integrity

## **Policy Steering Committee**

Mr. Andre Dawson, student

Mr. Liam Fernandes, student

Ms. McCallum Knight, student

Ms. Emily Murgo, student

Ms. Emaan Rahman, student

Mr. Jordan Basenback, IB Teacher, EE/CAS Coordinator

Ms. Theresa Gaddy, MVHS IB Diploma Program Coordinator

Dr. Stephenie Fellinger, District Facilitator

### **Roles and Responsibilities of the Steering Committee**

The MVHS IB Diploma Coordinator is responsible for assembling the Steering Committee and informing the committee of regulations regarding the IB Diploma Program as it relates to academic honesty.

### **The Policy as a Working Document**

The MVHS Academic Integrity Policy is to be considered a working document that is reviewed and revised at least every five years in conjunction with the school's IB self-study review cycle, or more frequently if changes in the school's student population, state or federal laws, or IB course offerings dictate review and revision.

### **Communicating the Academic Integrity Policy**

The MVHS IB Academic Integrity Policy is available to all current and prospective students and families as part of the comprehensive MVHS IB web site; this site serves as the MVHS IB "Handbook" for potential and current IB Diploma Program Students. These policies are also communicated to students and parents through individual IB course teachers, counselors, and the IB DP Coordinator at the start of each academic year.