



Fort Myers High School Academic Honesty and Integrity Policy



The virtue of honor is of great importance, for it is personal integrity that will influence and finally determine many of our actions and beliefs throughout our life. Living in a manner that is consistent with this academic honesty and integrity policy will produce an atmosphere of trust, freedom, and integrity that distinguishes Fort Myers High School.

Students in the IB program at Fort Myers High School are held to the highest standard of academic excellence and personal behavior, with a mission to develop “thoughtful, compassionate world citizens who believe in intercultural respect and the promise of a peaceful world.” Fort Myers High School follows the Lee County School District Parent Guide and Code of Conduct for Students. This guide is reviewed by the district leadership team and a copy is given to each family at the beginning of each school year.

Fort Myers High administration, staff, students, and community members promote academic integrity in every situation. We expect our students to exhibit traits of IB Learners: to be inquirers, to be knowledgeable, thinkers, communicators, principled, open-minded, caring, courageous, spiritual, and reflective. Our goal in fostering these traits in our students is to help them establish academic habits that will form a strong foundation for success, both as IB Diploma Candidates and as future world citizens. It is this mission and the IB Learner Profile which form our academic honesty policy.

Policy

Fort Myers High School faculty and community value honesty and insist that students exhibit academic integrity in all work: formative, interim, oral, and summative assessments. As a community, we agree to teach academic honesty practices, modeling, prevention, and those practices explicitly in all classrooms at all grade levels. Families play an important role in helping students uphold these expectations. IB administration will support this policy; any departures from this policy will be considered a breach of the policy.

DEFINITIONS

Understanding what is considered to be cheating or a violation of the academic honesty and integrity policy is basic to avoid making choices that violate the policy. The following examples help define aspects of plagiarism and cheating as delineated in the University of Maine at Farmington’s online catalogue and have been adopted as relevant to Fort Myers High School IB Program’s academic life.

PLAGIARISM: the representation of others' words or ideas as one's own, for example:

- Submitting as one's own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else.

- Failure to use quotation marks to identify that one is using another person's precise words. Even brief phrases must be enclosed in quotation marks and properly cited.
- Creating an academically dishonest paraphrase. When paraphrasing (presenting another person's ideas or information in one's own words), one must find truly one's own way of expressing the original meaning. Simply inserting synonyms into the source's sentence structures is plagiarism.
- Failure to identify (cite) the source of quotations and paraphrases. Of course one must cite the source of quotations; one must also cite the source of ideas and information that are not common knowledge even when paraphrased (presented in one's own words). Sources include unpublished as well as published items, for example, books, articles, material on the internet, television programs, instructors' lectures, and people, including other students, friends, and relatives.
- Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, or mathematical proof) that are derived from the work of others.

Plagiarizing, as defined in Merriam-Webster's Collegiate Dictionary, is "stealing and passing off as one's own the words or ideas of another." This can include copying information from books, magazines, newspapers, professional journals, or internet sources without giving appropriate credit for the work.

CHEATING: The use or attempted use of unauthorized assistance in an examination, paper, homework assignment, or other project, for example:

- Copying answers from another student's examination, paper, and homework assignment, with or without that person's consent.
- Providing work to be copied (collusion).
- Communicating in any way with another student or a third party during an examination without the permission of the instructor.
- Using unauthorized materials or devices (including notes, textbooks, universal translator, cell phone, calculator, or any other electronic device) during an examination without the permission of the instructor.
- Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.
- Collaborating with other students or third parties on a take-home examination, paper, homework assignment, lab work, or other project, without the permission of the instructor. Further clarification: In science, the student's internal assessment is a compilation of his/her lab reports. It is considered collusion in IB for students to work together on lab reports other than the Group 4 project. Labs are something that are often done as group projects both in pre diploma grades and in real life, but IB students must understand that for them to do this and submit the work as a lab report would constitute cheating. For example, when a lab is done with a partner, both students need to record all quantitative and qualitative data individually. One student cannot be the recorder and send a table to the other that they have typed up, because what they record and how they present it is what is being evaluated.

Fabrication includes:

- Fabrication of data: Inventing or falsifying the data of a laboratory experiment, field project, or other project.
- Fabrication of a citation: Inventing a phony citation for a research paper or other project.
- Alteration of an assignment: Altering a graded examination, paper, homework assignment, or other project and resubmitting it to the instructor in order to claim an error in grading.

Duplicate work:

- Duplicate Work: Submitting a paper or other project in more than one course without the permission of the instructors. Students are expected to produce original work for each course. A student should not submit identical or substantially similar papers or projects in two different courses (in the same or different semesters) unless both instructors have given their permission. Students also may not submit a paper more than once for a grade in the same course without the permission of the instructor.

FACILITATING ACADEMIC DISHONESTY: Assisting another student's academic dishonesty, for example:

- Writing a paper or other project for another student.
- Allowing another student to copy from one's examination, paper, homework assignment, or other project.
- Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor.
- Other Forms of Dishonest Conduct: Any actions by which one seeks an unfair advantage over others. For example, destroying or altering the academic work of another student.

*Definitions are taken from the University of Maine at Farmington's online catalogue.

PREVENTION

Preventing any form of cheating through education and personal responsibility is the ultimate goal of IB at Fort Myers High School.

Student/Parent Responsibility:

- Understand the above definitions of what is considered to be academic dishonesty.
- Decide now to nurture curiosity; take the time and make the effort to develop strong, effective study skills, and make excellent work a primary goal.
- A student who feels overwhelmed is encouraged to talk to a trusted teacher, IB Counselor, IB Coordinator, or an administrator about strategies for better time management and organizational skills in order to avoid feeling overwhelmed.
- A student who does not understand an assignment should make an appointment with the teacher to discuss it; a student and teacher also have tutors available if appropriate.
- Adhere to all regulations and intents of the Academic Integrity Policy
- Parents and students will read, sign and return to school, the first two pages of the School District of Lee County Parent Guide and Code of Conduct for students 2013-2014 Grades 6-12. As of 2014 this information was available online and hard copies were made available in the main office for families that do not have a computer or internet access.

Computers have been made available for parents and students wishing to access this information on line.

- Students are duty-bound to take action to stop any violation of the Academic Integrity Policy. Action may include speaking directly to the offender, however, students are expected to speak directly and privately to a teacher, counselor, or administrator. *Inaction implies that the student-witness condones inappropriate behavior.* Students who know of honor violations and do nothing are just as guilty as those who violate the honor code.
- Students are duty-bound to uphold the Academic Honesty and Integrity Policy of the International Baccalaureate Program at Fort Myers High School

Teacher/Coordinator Responsibility:

The Alpha Homeroom teacher will provide information about accessing the School District of Lee County Parent Guide and Code of Conduct online for students 2014-2015 Grades 6-12. Teachers will go over the content within the guide.

- The teacher will begin the semester or quarter with clear instruction about the academic honesty and integrity policy in the IB and Fort Myers High School with encouragement to students to understand the definitions.
- The teacher will instruct students on specific policy requirements for assignments that are to be the student's primary research or, if secondary research is involved, instruction on appropriate citation for outside sources (for example: MLA or APA formats).
- The IB Coordinator will distribute the policy and require a signature from students and parent indicating their pledge to adhere to the policy by the student's following through with presenting his/her own work within the context of the assignment. (See signature page.)
- The IB Coordinator will post the Academic Honesty and Integrity Policy on the school web site.

CONSEQUENCES

It is the intention of Fort Myers High School to stand firm in the expectation that each individual student will adhere to the academic honesty and integrity policy. It is the intention of Fort Myers High School to enforce consequences in such a way as to promote a student's learning from his or her mistakes and to maintain the integrity of the IB Program.

Additionally, should an IB Diploma student be assigned to the Alternative Learning Center (ALC) action may be taken to remove the student from the IB Program.

I understand that breach of the Honor Code will result in a zero for the assignment, a phone call by the Assistant Principal or the IB Coordinator and an Academic Honesty violation letter to be signed by the parent, student, Guidance Counselor and IB Coordinator. Any additional violations will result in an Academic Honesty and Integrity Policy Committee hearing and possible removal from the IB Diploma Program.

Parent/Student Signature Agreement:

This signature is required from students and parents indicating their pledge to adhere to this policy by the student's following through with presenting his/her own work within the context of the assignment.

I understand and agree to adhere to the above Academic Honesty and Integrity Policy:

Student Signature

Date

Student Name Printed

Parent Signature

Date

Parent Name Printed