

Victory Charter Schools

Academic Honesty Policy

At Victory Charter School (VCS) we believe that success comes from hard work and perseverance. At VCS THE CODE is the set of values by which all students govern themselves and central to that is the concept of academic honesty. Achieving academic excellence through dishonest means goes against the very fiber of what it means to be a Victory Knight. We encourage all VCS students to uphold the academic honesty policies set forth by VCS and the International Baccalaureate Organization (IBO). Upholding academic honesty helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.

The policies and procedures in this document are informed by both the VCS mission and the attributes of the International Baccalaureate (IB) learner profile.

Academic Honesty and the IB Learner Profile

To meet the goals of Victory Charter School's mission, as well as the IB Mission Statement, all IB teachers and students subscribe to a set of ideals that make up the IB Learner Profile.

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-Minded
- Caring
- Risk-Takers
- Balanced
- Reflective

The primary qualities of a principled individual include integrity and honesty. It is perhaps for this reason that this is among the ten attributes valued by IB World Schools. It is this attribute that guides Victory Charter School's International Baccalaureate Program Academic Honesty Policy. At the heart of the IB experience is the love of learning, as highlighted by the attributes of the IB Learner Profile. To engage in academic dishonesty would rob a student of the learning process and would go against the core of what it means to be an IB Learner.

Instructional Staff Responsibilities:

All subject area teachers have the obligation to instruct learners in the proper ways of producing authentic work, beginning with an understanding of the IB learner profile. They must ensure that students understand how to create original work through both research and collaboration. Educators also need to make certain that students know how to properly cite sources (including when paraphrasing) in order to avoid plagiarism. The teacher's role further includes helping IB learners to fully comprehend the Academic Honesty Policy and to provide resources for them to use at home and in the classroom.

Additionally, Teachers and Coordinators must not engage in the following actions that could result in maladministration:

- The unauthorized rescheduling of an examination.
- Failing to keep exam papers secure prior to an examination.
- Providing undue assistance in the production of any work that contributes to the assessment requirements of the IB Diploma.
- Leaving candidates unsupervised during an examination.
- Allowing additional time in examinations without IBO approval.
- Releasing an examination paper, or disclosing information about the paper, within 24 hours after the examination.

Students' Responsibilities:

It is the student's responsibility to produce and submit assignments that represent his or her own work. When the ideas of others are included, this information must be properly cited. Students should ask for assistance if they are uncertain about how to correctly acknowledge sources. Learners are also accountable for understanding the Academic Honesty Policy and to ask clarifying questions at any time, if needed. If students submit work that is not original (intentionally or unintentionally), they must be willing to accept the appropriate consequences.

Family Responsibilities:

Parents and guardians are expected to understand and support VCS' Academic Honesty Policy. It is critical that they attend any meetings or conferences in reference to the academic honesty of their student(s). Parents and guardians need to help their children abide by expectations contained in the VCS Academic Honesty Policy and support them in the understanding of what constitutes authentic work and proper citing of sources. Families who observe any incidences of academic dishonesty are encouraged to report the incident to the student's teacher or administration.

Academic Honesty Committee (AHC) Responsibilities:

The Academic Honesty Committee is composed of VCS' instructional staff, administrators, and members of the management team. The members of the AHC have the sole obligation of enforcing the Academic Honesty Policy with integrity and consistency.

Practices of Authentic Authorship:

There are three primary practices that lead to authentic authorship. By using these three practices students can ensure they are doing their best to be authentic authors and not engage in academic dishonesty.

1. Proper Citation: students should accurately cite any and all sources (intellectual property) used in their work as per the approved formatting guidelines (APA)
2. Paraphrasing: students can and should use their own words to restate another person's ideas. For a source to be paraphrased it needs to have a sentence structure and style that is different from the original sources. Paraphrasing, while acceptable, still requires that the original source be properly acknowledged and cited appropriately.
3. Collaboration: this requires that all students contribute fairly to the work assigned. Each student must understand their role and be responsible for their specific work/task.

Academic Misconduct

The IB organization defines academic misconduct as behavior (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

Examples of Academic Misconduct:

Cheating is defined as behavior that results in a student making a deliberate choice to gain an unfair advantage in an assessment situation. An accomplice to cheating is someone who makes the deliberate choice to help another individual cheat.

Cheating includes but is not limited to:

- Copying another student's work (with or without his/her knowledge).
- Copying assessment tasks.
- Forgery.
- Using unauthorized notes or other study aids during an assessment.
- Submitting work as his/her own that has been copied.
- Communicating with other students during an assessment.

Collusion is defined as behavior that provides another student with help in cheating.

This help includes but is not limited to:

- Giving intellectual property (their own or others) to a student with intent to cheat.
- Providing information on how to obtain another student's intellectual property.

- Providing information on how to obtain assessment tasks (prior to examination).
- Forging documents for another student.
- Helping copy documents for another student.
- Providing unauthorized notes to another student during an assessment.
- Taking an online assessment or assignment under another student's identity.

Duplication is defined as a student turning in the same work for different assessment tasks or different subject areas. For example, a student cannot use his/her own summative work from a unit in Language and Literature for a summative task in Science (unless an interdisciplinary unit has been established by the teachers and they have created a singular assessment task). Additionally, a student cannot use a summative task that he/she completed for Language as a freshman as a task in Language as a sophomore, even if the task is similar. In other words, students must produce new work (meeting requirements for authentic authorship) for each assessment task assigned throughout their academic careers.

Plagiarism is "using words, ideas, or products which belong to another person or source, without giving credit to the source from which it was taken" (qtd. in Carroll 3). Plagiarism can occur when a person tries to represent another person's work as his/her own in order to obtain some benefit, credit, or gain. However, plagiarism can also occur unintentionally if a person does not acknowledge the work of others that helped him/her to complete the assessment task. Regardless of the motivation, plagiarism is unacceptable and can be avoided with proper teaching and learning.

Other Misconduct During an IB Examination Session:

- Including taking unauthorized material into an examination.
- Participating in behavior that disrupts or distracts other candidates.
- Disclosure of content of an examination paper within 24 hours of completion.
- Acquiring testing materials through any inappropriate means.
- Stealing an examination paper.

Academic Consequences for Policy Breaches by Students:

Academic misconduct constitutes a breach of regulations that could result in no grade being awarded in the subject concerned. An act of misconduct by a candidate in relation to the examinations must be reported to the Assessment Division, IB Global Centre, Cardiff using the email link "Academic honesty issues" under "Contact us" on IBIS without delay.

The coordinator/invigilator has the right to expel from the examination room any candidate whose behavior is deliberately interfering with the proper conduct of the examinations. A candidate should not be expelled from the examination room solely on the basis of observed or suspected misconduct. If practical, the candidate should be discreetly cautioned but allowed to

complete the examination. However, to avoid disturbing other candidates, it is acceptable to raise the matter with the candidate concerned at the end of the examination. This excludes disruptive behavior, which must be stopped immediately.

Written and oral coursework and examinations

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned	Level 3b penalty No grade for “parallel” subjects
Plagiarism Copying external sources.	Not applicable.	Between 40–50 consecutive words and incomplete acknowledgement of copied source(s).	More than 51 consecutive words copied and no acknowledgement of source(s) given.	Not applicable.
Peer plagiarism Copying work from another student.	Not applicable.	Between 40–50 consecutive words with no acknowledgement and/or attempt to cite the copied source(s).	More than 51 consecutive words copied or submitting somebody else’s work as one’s own.	Not applicable
Peer plagiarism Student lending or facilitating their work.	Student took reasonable steps to prevent their work being copied.	Student took no steps to prevent their work being copied or actively encouraged the copying of their work.	Student actively tried to sell their work to be submitted by others.	Student actively tried to sell the work of third parties to be submitted by others.
Collusion Coursework only and when working collaboratively.	Work of students show close similarity.	Work of students has similarities— less than 30%— and/or identical sections.	Work of students has extensive similarities—more than 31%—and/or identical sections.	Not applicable
Submitting work commissioned, edited by, or obtained from a third party	Not applicable.	Student submits work heavily edited by a third party to circumnavigate the rules on teacher support. A penalty will be applied for any student in the same or different school providing the service or facilitating work.	Student submits work that was entirely produced or edited by a third party. A penalty will be applied for any student in the same or different school providing the service or facilitating work.	For a student in the same or another IB World School providing the service.
Inclusion of inappropriate, offensive, or obscene material	Minor offence	Moderate offence	Major offence	Major offence
Duplication of work	Not applicable.	Presentation of the same work for different assessment components or	Presentation of the same work for different assessment components	Not applicable.

		subjects. Partial reuse of materials; penalties will be applied to both subjects with reused materials.	or subjects. Complete reuse of materials; penalties will be applied to both subjects with reused materials.	
Falsification of data	Not applicable.	Presentation of work based on false or fabricated data.	Not applicable.	Not applicable.

Conduct that threatens the integrity of assessments and examinations

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned	Level 3b penalty No grade for "parallel" subjects
Gaining access to IB examination papers before examination's scheduled time	Not applicable.	Not applicable.	Candidate in possession of partial or complete live examination content.	When in possession of partial or complete live examination content.
Sharing of IB examination paper content before or during the examination's scheduled time, or within 24 hours after the examination	Not applicable.	Not applicable.	Candidate sharing partial or complete live examination content through any means, including but not limited to, email, text messages and the internet, even when shared information is general.	Assisted the sharing of partial or complete live examination content.
Assisting another student(s) in committing an act of academic misconduct	Not applicable.	Not applicable.	When a student assists the act of misconduct.	When a student assists the act of misconduct.
Failing to report an incident of academic misconduct	Not applicable.	Not applicable.	When student is aware of the act of misconduct, but decides not to report it to their school administrators.	When student is aware of the act of misconduct, but decides not to report it to their school administrators.

Conduct during assessments and examinations

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned	Level 3b penalty No grade for “parallel” subjects
Possessing unauthorized material in the examination room	In candidate’s possession but surrendered or removed during the first 10 minutes of the examination.	In candidate’s possession but no evidence of it being used during the examination.	In candidate’s possession and evidence of it being used during the examination.	Not applicable
Exhibiting misconduct or disruptive behavior during an examination	Not applicable.	Non-compliance with the invigilator’s instructions during one component.	Repeated noncompliance with the invigilator’s instructions during one examination or non-compliance during two or more examinations. Penalties could be applied to multiple subjects if incidents happen during the completion of different subject papers.	Not applicable
Exchanging, passing, obtaining or receiving verbal or written information from other students during the examination completion time— or attempting to	Not applicable	Not applicable	When candidates try, successfully or not, to share answers and/or examination content with others. Penalties will be applied to all candidates participating in the incident.	For a candidate in the same or another IB World School aiding other candidate.
Removal of secure materials such as examination papers, questions and answer booklets, from the examination room	Not applicable	Candidate attempting to remove secure materials but identified by invigilators before leaving examination room.	Candidate successfully removing secure materials from the examination room.	Not applicable
Impersonating an IB candidate— both impersonator and person allowing impersonation	Not applicable	Not applicable	For both candidates allowing or conducting an impersonation.	For the candidate conducting the impersonation. If the impersonator is not an IB student, the IB will try to establish their identity and inform the relevant awarding body that impersonator is or was registered for. If the impersonator is an IB graduate, the IB will

				apply penalties retrospectively.
Failing to report an incident of academic misconduct	Not applicable	Not applicable	When student is aware of the act of misconduct but decides not to report it to their school administrators.	When student is aware of the act of misconduct but decides not to report it to their school administrators.

Interfering with an academic misconduct investigation

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned	Level 3b penalty No grade for "parallel" subjects
Not cooperating with an investigation, whether involved or not	Not applicable.	Not applicable.	When a student shows any of these behaviors and/or refuses to submit a statement.	When a student shows any of these behaviors and/or refuses to submit a statement.
Providing misleading or demonstratively false information	Not applicable.	Not applicable.		
Attempting to influence witnesses	Not applicable.	Not applicable.		
Showing threatening behavior to the person carrying out investigation or to witnesses	Not applicable.	Not applicable.		

Disciplinary Consequences for Policy Breaches by Students:

Violations of the Academic Honesty Policy accumulate throughout a student's tenure at Victory Charter School and prior offenses are considered in assessing penalties.

FIRST OFFENSE:

- An issued infraction for cheating.
- Notification to parent.
- Informational referral to the student advisors and the IB coordinator.
- If the offense occurs during an IB examination, the candidate will not receive an IB score for the course.

SECOND OFFENSE:

- Detention.
- Notification to parent.
- Informational referral to the student advisors and the IB coordinator.
- Conference with the teacher, an administrator, the IB coordinator, the counselor, the student and the parent.
- Potential placement on academic probation.
- Ineligibility for school trips, competitions, and/or activities. Refunds are not given when a student is denied attendance due to behavioral issues.
- Potential removal from the class.

THIRD OFFENSE:

- Informational referral to the student advisors and the IB coordinator.
- Conference with the teacher, an administrator, the IB coordinator, the counselor, the student and the parent.
- Ineligibility for school trips, competitions, and/or activities. Refunds are not given when a student is denied attendance due to behavioral issues.
- Removal from or ineligibility for leadership positions, honor society membership, or other extra-curricular participation.
- Removal or suspension from sports teams and other teams and/or clubs representing Victory Charter Schools.
- Potential removal from the class.
- Removal from the program.

Additional Sanctions:

For repeated, multiple and/or very serious offenses happening during one or multiple examination sessions, or across programs:

Change in registration category

- There is no opportunity for Middle Years Program (MYP) students to change registration category, and that in these instances the IB organization will not award the MYP certificate even if the student otherwise meets the requirements.
- For Diploma Program (DP) students, this would mean a change to the “course” category. Students will be given the opportunity to retake the subject concerned, but due to change in category they will not be eligible for the full IB diploma.

Permanent disqualification from current and/or different program

- MYP students—no grade awarded in any subject; no retake session allowed and barred from enrolling in the DP.
- DP students—no grade awarded in any subject and no retake session allowed.

Investigation of student academic misconduct cases

- Once the IB establishes that there is evidence to suspect a student of academic misconduct, the school will be required to conduct an investigation and provide the IB with statements from all parties involved and any other relevant documentation pertinent to the case. If a school fails to support the investigation into possible academic misconduct, no grade will be awarded to the student in the subject(s) concerned.
- If the IB notifies a school that a student is suspected of academic misconduct and that the IB intends to initiate an investigation, the student can be withdrawn from the session or from the subject(s) in which academic misconduct may have occurred. If a student is withdrawn from the subject under investigation no mark for that subject may contribute to the award of a grade in a future examination session. Students suspected of academic misconduct must be invited to present a written statement that addresses the suspicion of academic misconduct. If a student declines to present a statement, the investigation and decision on whether the student is in breach of regulations will still proceed; however, the school will be requested to confirm in writing that the student declined the opportunity to present a statement.
- If the internal panel or Final Award Committee confirms the case of academic misconduct, a penalty will be applied to the subject(s) concerned. The penalty will be proportionate with the severity of the incident.

Retaking Examinations or Resubmitting Coursework:

The IB organization will decide if the student found in breach of regulations will be allowed to retake his/her examination or coursework, and when such a retake could take place. Typically, the IB organization would allow one of the following for students penalized for academic misconduct:

- Retake in six months, depending on subject availability.
- Retake in 12 months.
- No retake allowed, but award of grades in subjects not affected by the incident.

Informing Students, Parents, and Community:

At the start of each academic year, Victory Charter Schools' students are expected to thoroughly read and sign the Academic Honesty Policy Acknowledgement, stating that they understand and

will abide by all regulations and consequences. Additionally, the Academic Policy will form part of VCS IB Handbook, available for students, parents, and the community via our school website.

Review of Policy

The Academic Honesty Policy will be reviewed annually during the leadership team retreats at the end of the school year to ensure it is up to date with the principles and practices of VCS and the IB organization.