

# Manheim Township International Baccalaureate Academic Integrity Policy

Manheim Township School District and The International Baccalaureate Organization are committed to fostering academic integrity in our students. The IB Learner Profile emphasizes developing principled students who “act with integrity and honesty, with a strong sense of fairness and justice.” IB students will demonstrate integrity and honesty in their coursework, and Manheim Township teaching staff will instruct students in the expectations of academic honesty and will expect students to model academic integrity in all aspects of their coursework.

The IBO defines Academic Integrity as

“a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.”

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

The school has the responsibility to provide an environment that nurtures academic integrity. Teachers have the responsibility to instruct students in the proper methods of source acknowledgement and standards of citation and good practice of each academic discipline. The school has the responsibility to ensure expectations regarding the administration of exams (allowed materials, etc.) are clearly communicated to students well in advance of testing. Students can make well-intentioned errors as they learn correct methods, and it is the school’s responsibility to provide instruction that helps students develop the skills needed for proper presentation of their work. Students have the responsibility to present their own work and to appropriately acknowledge the work of others. Additionally, students have the responsibility to comply with all testing expectations to ensure their work accurately reflects their skills and abilities. Students have the right to due process and to explain the circumstances surrounding malpractice when concerns about academic integrity arise.

**Good practice:** Central to the idea of academic honesty is the principle that work submitted for assessment reflects the student’s own work. Where students incorporate research or build on the ideas of others, appropriate citation (typically MLA or APA depending on the discipline) should credit the source of the material. Teachers will provide guidance on the citation methods appropriate to their disciplines and academic contexts as well as guidance in the appropriate use of technology. Individual disciplines may provide additional guidelines to address discipline-specific concerns.

IB students are frequently called upon to collaborate in their work. It is important for students to distinguish between teacher-sanctioned collaboration—when students are encouraged to work together—and collusion—when students misrepresent the ownership of ideas and work. Teachers are responsible to make clear to students when work is to be collaborative, and students are responsible to ask for guidance when uncertain of their individual responsibilities in group work.

**Addressing Academic Integrity Violations:** As stated in the MTHS student handbook: “Violations of the Academic Integrity Expectations may constitute grounds for loss of credit for the assignment and disciplinary action.” Additionally the International Baccalaureate Organization may take action against students found to be guilty of academic misconduct in the context of IB assessments and exams, following procedures outlined in the document titled *General Regulations: Diploma Programme*. Students will not receive academic credit for work that is not their own. Violations of the academic integrity policy will be recorded in the school disciplinary record, and parents will be notified. Severe and/or repeated violations are grounds for dismissal from the school’s IB programme. Violations of academic integrity during IB examinations or in the completion of IB designated internal and external assessments will be reported to the International Baccalaureate Organization for further disciplinary action including loss of IB credit in addition to disciplinary action taken by Manheim Township High School.

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