

Hartsville High School
International Baccalaureate Magnet Programme
Academic, Honesty, and Discipline Policy

The Hartsville High School International Baccalaureate Magnet Programme is a rigorous program designed to enable academically able students to enroll in International Baccalaureate classes. In order to be successful, students must be consistent, dedicated, and disciplined learners. To maintain the integrity of the International Baccalaureate Magnet Programme the following policies apply to its students.

Admission to the International Baccalaureate Magnet Programme

Admission to the International Baccalaureate Magnet Programme is based upon six criteria:

- Academic Transcript & Current Class Schedule 30%
- Teacher Recommendation 10%
- Standardized Test Scores 20%
- Writing Sample 20%
- Interview 10%
- Discipline Record 5%
- Attendance 5%

9th and 10th Grade Academic Requirements

To remain in the International Baccalaureate Magnet Programme during 9th and 10th grades, students must:

- Meet the expectations in each class. This includes coming to class prepared, actively participating, and turning assignments in on time.
- Maintain at least an 85 grade point average (non-weighted) each quarter. Students whose GPA does not meet this criteria will be given an **academic warning**. A conference between the student, parent, teacher(s), IB Diploma Coordinator, and counselor will be held. If the student achieves an 85 grade point average (non-weighted) the next quarter, then the academic warning is withdrawn. If the student does not maintain an 85 grade point average (non-weighted) the following quarter, the student will undergo an **Academic Review**. The Academic Review Committee consists of the IB Diploma Coordinator and the guidance counselor. The committee can recommend the continuation of the academic warning, an **academic probation** until next quarter, or removal from the International Baccalaureate Magnet Programme program at the end of the term. If the student is placed on academic probation, a conference between the student, parent, teacher(s), the Diploma Coordinator, and counselor is mandatory. The student's status will continue to be monitored each quarter by the Academic Review Committee until the student achieves a quarterly 85 grade point average (non-weighted) and is removed from either the warning or probation status. The committee may recommend academic interventions during the course of the warning or probationary period. In all cases, the Hartsville High School principal, after consultation with the Academic Review Committee, will have final authority.

- Pass all subjects. Students who receive an F on a quarterly report card will be placed on **academic probation** until the next quarter. If the student improves his/her average in the class to a passing grade by the end of the next quarter, the student's academic status will be changed to **academic warning**. The student will retain the academic warning for one quarter. If a student achieves an 85 grade point average (non-weighted) the next term, then the academic warning is withdrawn. If a student does not improve his/her failing grade, or does not maintain an 85 grade point average (non-weighted) the following term, the student will undergo an **Academic Review**. The Academic Review Committee consists of the IB Diploma Coordinator and the guidance counselor. The committee will recommend removal from the International Baccalaureate Magnet Programme unless there are highly unusual or extenuating circumstances. In all cases, the Hartsville High School principal, after consultation with the Academic Review Committee, will have final authority.

11th and 12th Grade Academic Requirements

Students may participate in the International Baccalaureate Programme as either Certificate Students or as Diploma Students. In either case, participation and the award of IB credit is governed by requirements and guidelines established by the International Baccalaureate Organization. These requirements and guidelines are published by IBO in the *Handbook of Procedures for the Diploma Programme*, *Diploma Programme: General Regulations, Rules for IB World Schools, Programme Standards and Practices*, and *Academic Honesty: Guidelines for Schools*. The Diploma Coordinator will use these requirements and guidelines to advise students on course selection, determine academic eligibility, determine requirements for Certificate and Diploma students, and administer IB examinations.

Academic Integrity and Honesty Policy

Students enrolled in the International Baccalaureate Programme are expected to exhibit the highest degree of academic integrity and honesty. Incidences in which students do not show academic honesty may constitute "malpractice," which is a violation of the *International Baccalaureate Diploma Programme: General Regulations*. Malpractice may take many forms; however, plagiarism, collusion, and cheating are the most common examples. Any practice that gives one student an unfair advantage over another student may be considered malpractice. Malpractice is a serious offense which may result in failure on an assignment or in the course, disciplinary action, and / or removal from the International Baccalaureate Magnet Programme.

Violations of academic honesty include, but are not limited to:

Plagiarism:

- Copying information from an author, published work, or the Internet without using quotation marks and / or without attribution
- Paraphrasing without attribution
- Using key ideas, words, or phrasing without attribution
- Using data, maps, charts, graphs without attribution
- Using an Internet service to translate foreign text into English or to write a paper

Please note that all electronic media, including CD-Rom, e-mail, and Internet web sites should be treated in the same manner as books, journals, magazines, and newspapers. The use of all audio-visual media, illustrations, maps, graphs, charts, and computer programs must be accurately attributed. Plagiarism also includes using works of art, film, music, visual arts, dance, or theater arts without attribution. In general, plagiarism is failing to acknowledge the creative work of another person or representing their work as the student's.

To avoid plagiarism, students should follow the recommendations listed in *Keys for Writers*, a writing manual, by Ann Raimés. *Keys for Writers* also gives information on the two most commonly used citation styles, including the Modern Language Association style (MLA) and the American Psychological Association style (APA).

Collusion:

- Using another student's work by copying homework or classwork
- Asking another student to supply an answer on an assignment or evaluation
- Receiving assistance in writing or editing an assignment from classmates, tutors, or family members
- Giving assistance to another student in writing or editing an assignment
- Providing or receiving assistance or answers beyond what an instructor authorizes

The International Baccalaureate Programme does recognize a difference between collusion and collaboration. There are legitimate instances in which a teacher may suggest or require collaboration between students on an assignment. For instance, students may be required to collaborate on compiling data from an investigation. However, the teacher may require that each student independently write a report using the data. While the data will be identical for each student, the introduction, content, and summation should be written in each student's own words and would not be the same as the other student's. Failure to write the reports independently would constitute collusion.

Students who are unsure if collaboration is permitted on an assignment should check with their teacher before beginning the assignment. Collusion, on the other hand, is unacceptable and not permitted.

Cheating on an assignment or test:

- Using unauthorized notes or information, in any format
- Acquiring advance copies of tests or copies of answer keys
- Using a textbook or material which is not authorized
- Copying answers from someone else's test
- Asking for or providing answers on an assignment
- Using electronic means to supply or receive answers (examples include text messaging, e-mail, instant messaging, and phone calls)
- Formulating false data

Improper use of assignments:

- Using an assignment in more than one class unless permission is granted

Penalties for Malpractice 9th and 10th Grades

First instance of suspected malpractice – The guidelines published in the *Hartsville High School Student / Parent Handbook* will be followed. “Students found guilty of cheating may face disciplinary action and a grade of ‘zero’ given for the assignment.”

Second instance of suspected malpractice – The teacher or staff member will notify the parents, administration, and the Diploma Coordinator. An examination of the evidence by the administration and the Diploma Coordinator will determine if the charge of malpractice is warranted. If the charge of malpractice is supported by the evidence, then a determination of the seriousness of the offense will be made. A conference between the student, parent, teacher, administration, and the Diploma Coordinator will be held to determine the proper course of action. Possible penalties are:

(A) Academic probation for the remainder of the school term. If less than one quarter remains in the school year, then the probation will also include the first term of the next school year. The student will receive a zero on the assignment in which malpractice was proved. Another malpractice violation will result in removal of the student from the International Baccalaureate Magnet Programme at the first opportunity. In all cases, the Hartsville High School principal, after consultation with the IB Diploma Coordinator, will have authority.

(B) Removal from the International Baccalaureate Magnet Programme. A serious charge of malpractice will result in the removal of the student from the International Baccalaureate Magnet Programme at the first opportunity. In all cases, the Hartsville High School principal, after consultation with the IB Diploma Coordinator, will have authority.

Appeals may be made to the designee of the Superintendent of Education.

Penalties for Malpractice 11th and 12th Grades IB Programme

Hartsville High School Assessments and Assignments

First instance of suspected malpractice – The guidelines published in the *Hartsville High School Student / Parent Handbook* will be followed. “Students found guilty of cheating may face disciplinary action and a grade of ‘zero’ given for the assignment.”

Second instance of suspected malpractice – The teacher or staff member will notify the parents, administration, and the Diploma Coordinator. An examination of the evidence by the administration and the Diploma Coordinator will determine if the charge of malpractice is warranted. If the charge of malpractice is supported by the evidence, then a determination of the seriousness of the offense will be made. A conference between the student, parent, teacher, administration, and the Diploma Coordinator will be held to determine the proper course of action. Possible penalties are:

(A) Academic probation for the remainder of the school term. If less than one quarter remains in the school year, then the probation will also include the first term of the next school year. The student will receive a zero on the assignment in which malpractice was proved. Another

malpractice violation will result in removal of the student from the International Baccalaureate Magnet Programme at the first opportunity. In all cases, the Hartsville High School principal, after consultation with the IB Diploma Coordinator, will have authority.

(B) Removal from the International Baccalaureate Magnet Programme. A serious charge of malpractice will result in the removal of the student from the International Baccalaureate Magnet Programme at the first opportunity. In all cases, the Hartsville High School principal, after consultation with the IB Diploma Coordinator, will have authority.

Appeals may be made to the designee of the Superintendent of Education.

Assessments Submitted to the International Baccalaureate Organization
Internal Assessments (IA)
External Assessments (IB Exams)

International Baccalaureate students are to be evaluated on their own authentic work and intellectual ideas. In this regard, the International Baccalaureate Organization states, “An authentic piece of work is one that is based on the candidate’s individual and original ideas with the work of others fully acknowledged. Therefore, all assignments, written and oral, completed by a candidate for assessment must wholly and authentically use that candidate’s own language and expression. Where sources are used or referred to, whether in the form of direct quotation paraphrase, such sources must be fully and appropriately acknowledged.” [Section 1:2, *Academic Honesty: Guidance for Schools*]

Before student work is sent to IBO it is subject to review by an anti-plagiarism website.

In addition, students should be aware that the International Baccalaureate Organization randomly submits students’ work to plagiarism detection websites. IB examiners are also skilled in detecting material that is not the authentic work of an IB student. In addition to the *Penalties for Malpractice*, Hartsville High School will follow the guidelines and procedures outlined in the IBO publication *Academic Honesty: Guidance for Schools* when malpractice is charged for juniors and seniors enrolled in IB courses. Depending upon the exact nature of the offense, penalties may include:

(A) “If a candidate is found guilty of malpractice in the production of one or more of several assignments for a component, the candidate is not eligible for a mark based on his or her performance in the remaining assignments for the component; no grade will be awarded for the subject...If a candidate is found to have plagiarized all or part of one assignment, a mark for his or her internal assessment will not be based on the remaining three assignments: no grade will be awarded for the subject.” [Section 11:9, *Academic Honesty: Guidance for Schools*]

(B) “If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee is entitled to decide that the candidate will not be permitted to register for examinations in any future session.” [Section 12:4, *Academic Honesty: Guidance for Schools*]

(C) “An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.” [Section 12:6, *Academic Honesty: Guidance for Schools*]

Discipline Policy

The *Darlington County School District Behavioral Guidelines* and *Hartsville High School Student Parent Handbook* address student behavioral standards and discipline procedures. Because of the rigorous nature of the International Baccalaureate Magnet Programme, additional discipline policies are in affect.

Suspension: Any student who is suspended for more than 3 days during an academic year will be removed from the International Baccalaureate Magnet Programme at the end of the term.

Alternative School: Students assigned to the Darlington County Intervention School (the Alternative School) will be removed from the International Baccalaureate Magnet Programme immediately. Students readmitted to Hartsville High School from the Alternative School in subsequent school terms or school years will not be readmitted to the International Baccalaureate Magnet Programme.

Expulsion: Students expelled from school will be removed from the International Baccalaureate Magnet Programme immediately. Students readmitted to school in subsequent school terms or school years will not be readmitted to the International Baccalaureate Magnet Programme.