Students in the PIB or IB program at Hardaway High School are expected to maintain the highest standard of academic and personal integrity. Integrity includes honesty, trustworthiness and reliability. Every student has the right to pursue an education free from the problems caused by any form of intellectual dishonesty. This Honor Code is intended to clearly communicate the expectations of membership in the IB Program. Violation of the Code will be handled as outlined below as infractions compromise the integrity of the school and the IB program. Violations will result in academic penalty, probation and ultimately may cause a student to be removed from the program.

**MALPRACTICE**

The International Baccalaureate Organization defines malpractice as “behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage…” and includes but is not limited to:

1. Plagiarism – the representation of the ideas or work of another person as the candidate’s own
2. Collusion – the supporting of malpractice by another candidate, as allowing one’s work to be copied or submitted for another
3. Duplication of work – the presentation of the same work for different assignments
4. Other –
   1. taking unauthorized materials (i.e. cell phones, dictionaries, calculators) into an exam, test, quiz or other assessment situation
   2. engaging in misconduct during an exam, test, quiz or any other assignment, including sharing of materials such as calculators or dictionaries
   3. falsifying any records
   4. copying, paraphrasing, reusing or submitting another’s work without acknowledging the source, including information from the Internet
   5. receiving or giving of any unauthorized assistance on any form of academic work

**The IB faculty is opposed to malpractice and cheating for several reasons.**

1. Cheating does not level the playing field. Cheating may result in a student receiving the same or a better grade than students who have honestly earned the grade. Such dishonesty could result in the cheater’s grade point average and class rank to be unfairly inflated and thus negatively affecting other students’ class rank.
2. Cheating misrepresents to parents, colleges and teachers a student’s mastery of the subject.
3. The time taken to monitor students for cheating causes a reduction in the time a teacher has to use for academic instruction.
4. Students who are mature enough to select and qualify for a rigorous academic program should also be mature and committed enough to work for and accept the grades they earn.
5. Students who have questions regarding whether or not something constitutes plagiarism have a responsibility to consult with the teacher prior to submitting the work/assignment.

**Monitoring**

Teachers will ensure students are fully aware of and educated in different types of malpractice that could occur within their particular discipline with regard to the assignments they must complete in that course.

Teachers will carefully check student work for any instance of malpractice and research any questionable situation with diligence to determine whether or not students are engaging in malpractice of any kind.

**Consequences**

All instances of academic malpractice will be duly investigated by the teacher before proceeding with any of the below actions. Evidence of malpractice will be submitted to the coordinator to keep on file.

For the first offense, students who are found to have engaged in malpractice on a minor assignment will receive a grade penalty as determined by the teacher on the assignment, and will be counseled by the teacher to ensure proper understanding of the nature and seriousness of the incident in question. Parents will also be duly informed by the teacher as to the nature of the incident and encouraged to reinforce the seriousness of the offense. Finally, the IB Coordinator will be informed so that the offense can be recorded for future reference.

Students who are found to have engaged in malpractice a second time on minor assignments or the first time on a major assignment or a test will receive a grade penalty as determined by the teacher on the assignment, and will be reported to the IB Coordinator to be placed on probation for the duration of their time in the program. Probationary details will be discussed in a parent/guardian meeting and will be outlined in a contract that will be signed by the student, a parent/guardian, and the IB Coordinator.

If a student who is on probation for malpractice is found to have engaged in malpractice on any assignment afterward will be excused from the program at the end of the current semester.

**ATTENDANCE**

Students are expected to be in attendance for every class, test or quiz and assignments barring serious illness or hospitalization. With the current schedule and the rigor of the IB Programme, a significant amount of instructional time is lost when students are absent.

It is expected that students will schedule make up work with teachers immediately upon returning to school.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This International Baccalaureate Honor Code is a compilation of HHS, PHHS, and IBO standards.***