Revised August, 2018 **(O) IB ACADEMIC HONESTY POLICY**

At Uplift North Hills Preparatory, we expect our scholars to be honest in all of their academic work. By enrolling at UNHP, scholars agree to adhere to high standards of academic honesty and integrity through the scholar compact. Failure to comply with this compact and the school's code of conduct may result in academic and disciplinary action, up to and including expulsion form the school. As members of our community, scholars also have the ethical obligation to report violations of the academic honesty policies they witness to the school administration. All scholars have an ethical obligation to abide by the following Academic Honesty Policies:

- Each scholar is required to subscribe to the policies upon registration each year by signing the scholar compact.
- Each scholar must complete all daily homework in his/her own handwriting unless the teacher designates otherwise.
- Each scholar is required to upload all documents (where required by the teacher) to Turnitin.com and cite all used sources.
- Scholars adjudged to have committed a violation of the academic honesty policy or a violation of the code of conduct shall receive a "0" for the assignment with no opportunity to retake/make up the grade and be subject to discipline up to expulsion.
- Legitimate collaboration between a scholar and a tutor and/or peer shall not be considered a violation. However, it is the responsibility of the scholar to ensure that the work submitted is his own. Violations of the policy include but are not limited to the following:

  o **Cheating**: Improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:
    - Copying from another scholar's test, homework, or assignments of any kind;
    - Allowing another scholar to copy from a test, homework, or any other assignment of any kind;
    - Using unauthorized materials during a test, such as notes, a book, formula lists, including stored data in a calculator;
    - Collaborating during an in-class or take-home test or assignment with any other person by giving or receiving information without authority; and/or ▪ Having another individual write or plan a paper.

○ **<u>Plagiarism</u>**:   The attempt to represent the work of another as one's own work. This relates to written and oral works, computer-based work, and/or music and media. Examples include:

- Quoting another person's actual words;
- Failing to accurately document information or obtained on the World Wide Web; and/or
- Submitting someone else's paper as one's own.

○ **<u>Academic Misconduct</u>**:   The intentional violation of the academic policy by tampering with grades or distributing any part of a test or test answers. Examples include:

- Continuing to work on an exam or project after the specified time has elapsed;
- Asking any other scholar to obtain a test or test information;
- Selling or giving away all or part of a test and test answers;
- Sharing or using a calculator or computer that has answers displayed or stored in the memory; and/or
- Being in possession of an electronic device not authorized during a test.

These policies are aligned with the North Hills Preparatory Code of Conduct.

Policy Revision

This policy was reviewed and revised on May 2019 by the committee of parents and educators as listed: Katie Biela, Nicolau Marques Pereira, Graham Bartlett, Kathryn Vernon, Karen Edwards, Cindy Tsimberg, Stephen Patterson, Matthew Kingsley, Pratibha Sinha, Lauren Trebert, Lauren Heavin, Julie Hills, Heather Pereira, Bindhu Mathews, Rachel Follett, Veronica Moore. Additionally, the policy will be reviewed and revised annually in December by a committee of parents and educators. Any changes and/or revisions are determined by the committee and communicated to all interested parties via the following venues: student handbook (also posted on the school website), in the weekly newsletter with a link to the school website, and in person during the curriculum meetings in January.