

Beaumont School International Baccalaureate Diploma Programme Academic Honesty Policy

PURPOSE

Beaumont School is a Catholic school in the ursule tradition that educates women for life, leadership and service. In order to achieve this, students at Beaumont must exhibit integrity in all of their academic undertakings. In an effort to define and clarify academic honesty, Beaumont has outlined responsibilities, expectations, and procedures for administration, faculty and students.

Defining Academic Misconduct

- Plagiarism - includes, but is not limited to the act of presenting someone else's ideas as one's own - See Writer's Inc. Page 275
 - Plagiarism may also include:
 - Submitting another's work as one's own
 - Using copy-and-paste
 - Neglecting necessary quotation marks
 - Paraphrasing without citing the source
 - Identification by "turnitin.com"
 - Originality report in Google Classroom
- Using cheat sheets or writing on one's body or clothing
- Copying another's quiz, test or homework
- Using body language to communicate answers
- Relating what is or is not on a quiz or test to someone in a later class
- Keeping one's own paper when asked to exchange for grading
- Loaning work to others unless permitted by the teacher
- Forgery or misrepresentation
- Utilizing electronic devices like a cell phone to take pictures, store information or send unauthorized information to oneself or someone else on a quiz, test or homework
- Facilitating academic dishonesty
- Unauthorized use of calculators or other electronic devices

If a student is found to have violated the Academic Honesty Policy, the following consequences will occur:

Consequences

First Offense

- Loss of credit or failing grade for the work
- Behavior detention
- Notification of parents
- Teacher submission of an Academic Honesty Report to the Assistant Principal for Student Affairs to be placed in the student's file
- Reevaluation of any honor society membership

Second Offense: A second offense of any type will require a conference with the student, teacher, parent and administrator. Consequences (including suspension or expulsion) for a repeated offense will be determined at that time.

Roles and Responsibilities in Prevention

Student Responsibilities

- Read and sign the student handbook
- Understand all the different forms of academic misconduct defined in the handbook
- Learn the proper techniques for recognizing and citing other's ideas and work, taught in English I.
- Ensure that all work submitted is authentic, with work or ideas of others fully and correctly cited
- Understand the consequences of academic misconduct

Parent Responsibilities

Read and sign the student handbook

Encourage and support their daughter(s) in practicing academic honesty

Teacher Responsibilities

Understand the definitions of academic misconduct outlined in the student handbook

Implement all school academic honesty policies

Model academic honesty in all materials used with students

Provide guidance to students on study skills, writing and research skills

Diligently prepare and monitor testing environments

Report all academic misconduct

Resources

Online Resources:

- Turnitin.com
- Online Resource linked at Beaumont School Research website: Grades 7-12: The Writing Process as well as Annotated Bibliography, MLA, and MLA/APA at Online Writing Lab at Purdue University:
<https://owl.english.purdue.edu/>
- Google Classroom Originality Checker

Books in Krupansky Library and Media Center:

- The Chicago Manual of Style (15th Edition)
- A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers, by Kate L. Turabian, et. al. 5th and 6th editions.
- MLA Handbook for Writers of Research Papers by Gibaldi. (3rd and 6th Editions)
- Writers Inc (2006)
- Write for College (1997)

Policy Distribution and Review

All Beaumont IB Policies will be included on the Beaumont IB Website. This policy will be reviewed annually by the Beaumont IB Team. Last revised 9-29-2021.