

Bear Valley International School (BVIS)

Academic Honesty Policy



Rationale: Academic Honesty at Bear Valley is critical in achieving our mission to provide students with 21st century skills that promote personal integrity and good practices for learning and assessment. This policy was developed to outline the expectations and practices in regards to academic honesty.

- All academic tasks will be accomplished honestly to ensure that the work is the students' own and proper credit is given to sources used.
- Bear Valley students act with honesty, fairness, justice, and with good moral character to uphold this policy, which is the foundation of lifelong learners.
- Students respect the intellectual property of others by completing their own work and giving credit where it's due.
- Students will take responsibility for their academic actions and the consequences of those actions, even if the offense is unintentional.

Definitions: Academic Misconduct: Behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components. This includes, but is not limited to the following:

- **Cheating:** Students making a deliberate choice to gain an unfair advantage.
- **Collusion:** Someone makes a deliberate choice to help another individual cheat.
- **Duplication:** Student turning in the same work for a different assessment task or different subject areas
- **Plagiarism:** The act of using words, ideas or products which belong to another person or source, without giving credit to the source from which it was taken. Plagiarism can occur when a person tries to represent another person's work as his/her own.

The following are possible examples of Academic Misconduct:

- Taking an online assessment for another student
- Giving intellectual property (their own or others) to a student with intent to cheat
- Forging documents for another student
- Helping copy documents for another student
- Providing unauthorized notes to another student during an assessment
- Discussing/providing information about a quiz or test with students who have not completed the assessment
- Inappropriate use of programmable watches, smart phones, wearable technology and other computer, and electronic devices
- Failing to follow teacher guidelines regarding collaboration on assignments or projects; completing all work independently unless expressly instructed otherwise
- Copying another students' work (with or without his/her knowledge)
- Copying assessment tasks
- Using unauthorized notes or other study aids during an assessment
- Communicating or using any electronic device inappropriately
- Communicating/cheating during an assessment

- Submitting work that as his/her own that has been copied
- Using intellectual property is defined as the ideas or work of another person without proper citation

Next Steps For Academic Dishonesty	
Incident	Steps
1st Incident	<p>The first incident of Academic Dishonesty can be used as a teachable moment for the student.</p> <ol style="list-style-type: none"> 1. Teacher will conference with the student 2. Teacher will notify the family and communicate the next steps (log in IC) <ul style="list-style-type: none"> ○ Expectations regarding academic honesty will be reviewed with the student and family. 1 pager with policy can be sent to families. 3. The student will re-do the work or assignment. The teacher may provide a different or alternative assignment if appropriate.
2nd Incident or after	<p>The second incident of Academic Dishonesty will result in a more significant intervention.</p> <ol style="list-style-type: none"> 1. Teacher will notify the family and communicate the next steps (log in IC) 2. Family will be invited in for a conference with the student, teacher and member of admin 3. The student will re-do the work or assignment. The teacher may provide a different or alternative assignment if appropriate. 4. The student will write a 1-page response on the importance of academic honesty <p><i>If the academic dishonesty offense is deemed extreme, the student will be referred to Administration and consequences will be given using the DPS Discipline Matrix.</i></p>

<h3>Roles & Responsibilities</h3> <p><i>It is a shared responsibility by all Stakeholders in upholding the Academic Honesty Policies with integrity.</i></p>

Students will...	Teachers will...	Families will...
<ul style="list-style-type: none"> • Produce and submit work that is their own. • If they use others' ideas the information must be properly cited. • It is the student's responsibility to ask for assistance if they are uncertain about how to acknowledge sources. • Students are responsible for understanding the academic policy, definitions of academic misconduct 	<p>Teachers are responsible for ensuring all students understand the policy and consequences. ALL teachers have an obligation to teach students the proper ways of producing authentic work and citing sources if they use others' ideas. Needed skills may include, but are not limited to:</p> <ul style="list-style-type: none"> • How to conduct research • Working collaboratively with peers 	<ul style="list-style-type: none"> • Families are expected to support Bear Valley's Academic Honesty Policy. Parents/Guardians are encouraged to review and discuss the policy with their student found on the Bear Valley website. When requested, parents/guardians are expected to attend meetings to discuss the academic honesty of their students.

	<ul style="list-style-type: none">• Acknowledging sources through proper citations and formats• Establishing timelines so the work can be proof read, edited, and sources cited prior to final assessment deadlines	
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