



## International Baccalaureate Magnet Program ACADEMIC HONOR CODE

Richard Montgomery High School and The IB Magnet Program aspire to provide students with an exceptional and unique educational experience that models the International Baccalaureate philosophy of cultivating caring, responsible, global-citizens. Part of this character development includes fostering an understanding of honor, honesty, and integrity. Students should recognize that the program holds high expectations for every student. All IB Magnet students are expected to strive for and maintain the highest standards of academic integrity, school leadership, and community responsibility. The purpose of the Honor Code is to clarify and define expectations for students. The code is intended to benefit all students and protect students who act according to the policies listed. These expectations and policies, and the philosophy behind them, are supported in The Student's Guide to Rights and Responsibilities in Montgomery County Public Schools, the Montgomery County Grading and Reporting Policy, and the Montgomery County Attendance Policy.

### Academic Honesty

Students are expected to accept and adhere to the following certifying statement:

*I will neither give nor receive unauthorized assistance for any work I submit, and I will adhere to the Academic Honor Code.*

The list below includes behaviors which are considered forms of academic dishonesty and malpractice.

1. Looking on someone else's paper during a test or quiz.
2. Telling someone who has not taken a test or quiz what the questions or problems are.
3. Asking someone who has taken a test or quiz what the questions or problems are.
4. Conferring with other students or with adults on a take-home exam when the teacher has asked that all work be independent.
5. Writing notes in a convenient place and referring to them during a test or quiz.
6. Sliding your paper into the viewing range of another student during a test or quiz.
7. Working out signals and using them to help someone on a test or quiz.
8. Using cell phones to text information from a test or quiz or take pictures of testing material.
9. Plagiarizing another's words or ideas (including data downloaded from the internet) in an essay, research paper, or Extended Essay.
10. Tampering with an instructor's records of grades.
11. Misrepresenting the submission of information events, hours, or other data regarding the C.A.S component of the program.
12. The copying of any assignments deemed work to be completed independently.
13. Working with another student on independent assignments but not doing independent work.
14. Obtaining an unfair advantage – strategic absenteeism on test days or the due dates.

### Process for Disciplinary Action

The process whereby a student will receive a consequence for infraction of the Academic Honor Code shall include the following steps:

#### *First Offense*

- Student will receive a zero on the assignment.
- Student Discipline Referral completed by teacher and provided to the Magnet Coordinator.
- Teacher will contact parent/guardian.
- The Magnet Coordinator and IB Student Support Assistant will meet with the student and parent/guardian to review the academic progress of the student.

#### *Second Offense/Repeated Offense*

- The student will be administered the consequences as outlined in the first offense category.
- When repeated infractions occur, parents and student will be counseled by the Magnet Coordinator and the student's counselor to determine if the program is a proper placement for the student.

### NOTE:

All violations that occur during an IB External Exam or outgoing Internal Assessments and Extended Essays, will follow the guidelines set forth by the International Baccalaureate policy on *Academic Dishonesty: Guidance for Schools*, September 2003. Students may forfeit their opportunity to earn the IB Diploma according to IB standard policies.

### Attendance Practices

In general, reasons for absenteeism must be explained in writing by parents or guardians and given to the attendance office according to the policies set out by MCPS. Make-up work or assignments and tests assigned during a legitimate absence will be accepted following the guidelines in the Richard Montgomery High School Code of Conduct and the MCPS Attendance and Grading and Reporting policy. However, for the purpose of the Academic Honor Code, absenteeism will also be monitored accordingly:

- Teachers will notify the IB Coordinator if a student is absent three or more times monthly, or on a previously announced due date or test date.
- The IB Coordinator will contact parents and conference with parents and students in order to determine if absenteeism is habitual or strategic, or, if there are other concerns to address.

**With regards to attendance, the following policy regarding long-term assignment due dates and absences will apply:**

Assignments for which due dates were announced at least one week prior will still be considered due on the expected date. Students who are absent on the due date are responsible for submitting the work to the teacher by the end of the school day. The assignment will be accepted from a parent, another student, or email attachment. It is the student's responsibility to notify the teacher and/or the IB Office that the work will be delivered to the teacher and when to expect it.

**NOTE:** This policy is not intended to penalize students who are legitimately ill. However, students must realize that repeated absences on due-dates or assessment days may be misconstrued as a deliberate act to garner an unfair advantage with extra time to study or complete work. This behavior is considered academic dishonesty.

### Process for Disciplinary Action Related to Strategic Absenteeism:

If it is documented and perceived that a student's absenteeism is being used to obtain an unfair advantage over others, the process is as follows:

#### *First Instance*

Teachers will notify the IB Coordinator if a student is absent on a previously announced due date or assessment date. The Magnet Coordinator will meet with the student and contact the parents.

#### *Second and repeated instances*

Teacher will notify the IB Coordinator if a student continues to miss class on assignment due-dates or assessment dates. A late-grade penalty will apply to the assignments or assessments in question according to the individual teacher policy, not to exceed 10% of the points possible. The IB Coordinator will speak with the student individually and consult the parents.

### Academic Progress

It is expected that IB Magnet students will work towards academic progress in all areas of study throughout the four-year program, commensurate with their academic ability. Our goal is that all Magnet students will earn a 3.0 or better. However, communication is essential to help students manage difficult times. Students and parents are encouraged to reach out to teachers with issues such as assignment completion and content mastery. Students and parents may bring these concerns to the Magnet Coordinator and IB office staff if there is a need for further assistance, intervention, or advocacy. When teachers feel that a student is struggling to work to his/her ability, a student may be required to meet with the IB Office staff on a regular basis. In such cases, an "academic contract" may be initiated to monitor and improve academic success. Additionally, the student and parents may be counseled to determine if the program placement suits the needs of the student.

**International Baccalaureate Magnet Program  
ACADEMIC HONOR CODE – Student Acknowledgement**



***Academic Integrity:***

Promotes a system of values in society that brings out the best in a group of individuals  
Provides for an orderly, effective, and positive academic community  
Supports the idea of learning pursued for the sake of bettering one's self and community

***Lack of Academic Integrity:***

Leads to a loss of credibility and trust within the community and the learning process

While the characteristics of honesty, truthfulness, and scholarship with honor are assumed of all students, sometimes there are infractions. These infractions are subject to the Student's Guide to Rights and Responsibilities in Montgomery County Public Schools which are outlined in the Richard Montgomery Student Handbook and the Magnet Program's Academic Honor Code.

**I acknowledge that I have read and discussed the purpose of the Academic Honor Code with the Magnet Coordinator.**

**I have been made aware of the policies set out within the document.**

**I also understand that the Academic Honor Code is the expected standard for all academic work.**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_