



Manara Leadership Academy

400. 500 IBDP Procedures and Academic Honesty Policy

Homework/assignments: It will be assigned by IBDP teachers on a regular basis. Students should respect the deadline as late work will result in a lower grade. IBDP teachers will use the following policy to accept and grade late work:

- Within three days of the deadline, the student will receive no more than 70%.
- Past three days from the deadline, up until the end of the unit, student will receive no more than 50%.
- No late work will be accepted once the unit of study is over.

Absences and make-up work policy: In order to be successful in school, students are expected to turn in their work on time. When they are absent, IBDP teachers will help students make up work using the following guidelines:

- When students return to school, it is the student's responsibility to ask their IBDP teacher(s) what assignment(s) they missed.
- IBDP teachers will let the student know when the missed assignment(s) is/are due. The number of additional days to turn in make-up work is equal to the number of days the student was absent.
- Arrangements must be made with the classroom IBDP teacher for make-up work.

Academic honesty:

According to the IB Organization, academic honesty "... must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills" (Academic 2). Concepts that relate to academic honesty include, but are not limited to, authenticity of work, conduct during testing, and intellectual property.

According to the IBO, malpractice related to academic honesty is defined as "behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components" (Academic 3). Malpractice include, but is not limited to,

plagiarism, collusion (instead of collaboration), stealing examination materials, disrupting behavior, fabrication, and duplication.

According to the IBO, academic misconduct is defined “as behavior, whether deliberate or inadvertent, that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment”.

Manara Leadership Academy has a zero-tolerance policy for academic dishonesty. Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments/tests and disciplinary penalties in accordance with the Student Code of Conduct. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the student’s IBDP teacher or other supervising employee, taking into consideration written materials, observations, or information from students. Campus leadership staff will investigate and assign consequences as appropriate.

In the case of a breach of academic honesty the following course of action will be taken:

- IBDP Teacher informs IBDP Coordinator and School Administrator of the incident.
- A meeting is conducted between all appropriate parties as decided by IBDP Coordinator and School Administrator
 - This meeting should include at least the Student and IBDP Teacher
- The School Administrator provides discipline measures as defined by the student handbook and accepted district practices
- A record of the incident is kept by school administration

Policy revision provision:

The policies are annually reviewed and revised by the responsible committees, coordinators, teachers, Principal, and the Manara School Board.