

# Latta High School IB World School International Baccalaureate Diploma Programme Academic Honesty Policy



## Introduction

Latta High School values an environment that displays the traits of academic honesty among all of its stakeholders. According to the IB, academic honesty is essentially “making knowledge, understanding and thinking transparent” (*Academic honesty in the IB educational context* 2014). This statement corresponds to the “principled” learner in the IB Learner Profile and to the school’s vision statement that “students who graduate from Latta High School are morally sound, responsible citizens.” The LHS community will work individually and corporately to ensure that we are honest and upright in all of our dealings, especially the academic context. When an individual commits academic misconduct, he or she will be expected to take responsibility for their actions and to bear the consequences that follow those actions.

## Academic Misconduct

Academic misconduct as defined by the IB in the *Academic Honesty in the Diploma Programme* pamphlet is “behavior that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.” Although this is not an exhaustive list, there are five categories of misconduct that are the most frequently investigated by the IBO.

- **Plagiarism** – If a student uses another’s ideas, words, or work as his/her own and does not give the original source credit. Intent does not matter. Plagiarism has occurred whether or not the student intended it, if the source is not acknowledged.
  - **Example** – A student has a paper due the next day on the Vietnam War. While writing the paper, she finds a great quote from Robert McNamara. She copies and pastes it into the paper, and she intends to place an in-text citation but forgets. This is plagiarism, and good intentions do not absolve her from the infraction.
- **Collusion** – Students are expected to collaborate; however, collusion goes beyond collaboration. It is defined as “supporting academic misconduct by another student” (*Academic Honesty in the Diploma Programme*). Examples of collusion include copying assignments, submitting work that is not your own, or working together on assignments in which individual work is expected.
  - **Example** – Seniors in the biology class work together during a lab due to limited equipment. Students are expected to complete the lab together, and their data will be the same; however, they are expected to complete their lab reports individually. The group decides to work on their reports together since they completed the lab together, and they turn them in. They have committed collusion.

- **Misconduct** – This category is what most people consider “cheating.” It is the taking of unauthorized material into an assessment, the unauthorized access to exam materials before the assigned time, or communicating, verbally or silently, with someone else during the assessment. It can also include disruptive behavior, for which students can be expelled from an IB examination room.
  - **Example** – If a student sees a copy of an upcoming assessment on a teacher’s desk and takes a copy, physically or digitally, that they intend to use to gain an unfair advantage over other students, then they are guilty of misconduct.
- **Duplication of work** – Students may not present an assignment for a different assessment than the one it was originally intended to complete.
  - **Example** – Students are working on the subject of the Mexican Revolution in their History of the Americas class and in their Spanish Ab Initio class. They request and are assigned the subject of Venustiano Carranza in both classes. The student completes the assignment for HOTA, but due to time constraints, the student decides to make slight alterations to the paper so that it can also be used for the Spanish paper. This is academic misconduct. Some might argue that it is not the same paper, but it is not substantially changed. It is better for the student to choose subjects in the two different classes that are disparate enough that this type of malpractice does not occur.
- **Communication about the content of an examination** – IB defines “[c]ommunication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations” (*Academic Honesty in the Diploma Programme*)
  - **Example** – A group of students finish their IB exam and later in the day discuss some of the questions with their teacher. One student thinks of an important detail after going home and snapchats it to a friend in the IB program in the next town. This student has breached IB regulations. It is safest not to communicate digitally about IB topics during the 24 hours before or after any exam.

## Responsibilities

Academic honesty at its essence is simply an effort to make sure that others understand where information originated and how the interested reader can locate references that have been utilized.

## Students should

- read this academic honesty policy and asks questions about anything which is unclear
- understand the difference between directly quoting a source, paraphrasing, and plagiarizing
- use an appropriate documentation style for all source material, in-text and in the bibliography
- refuse to participate in collusion in any form
- understand the consequences for academic misconduct, at the internally-assessed local school level and at the externally-assessed IB level
- follow all instructions and rules given by their IB teachers and the IB Coordinator

### **Teachers should**

- teach students an appropriate documentation method for use in their classroom
- give students opportunities in which to practice how to use others' ideas, words, or work appropriately in their classroom
- remind students of the forms of possible academic misconduct and how to avoid them

### **Administrators should**

- promote parent and student awareness of the academic honesty policy
- provide professional development for teachers on how to create and maintain an environment of academic honesty in their classrooms
- investigate all instances of alleged academic misconduct
- provide a fair, equitable, and consistent environment of adjudicating academic misconduct infractions in accordance with this policy, school board policy, and state law

### **Parents/Guardians should**

- review the principles set forth in this academic honesty policy with their student
- clarify anything that the student does not understand
- help students to understand the importance of practicing honesty in all situations, even when it will be to the student's disadvantage
- participate in parent-school meetings when contacted and requested

### **Procedures and Consequences**

#### **Step One**

Students and staff who suspect any form of academic misconduct by someone in the IB Diploma Programme are honor-bound to report it. Incidents of misconduct may be reported to any teacher or administrator in the school who will then report the incident to the IB Coordinator. Upon learning of any incident, the IB Coordinator will be responsible for informing the Head of School and for beginning an inquiry into the alleged misconduct.

#### **Step Two**

The IB Coordinator will request specific evidence from the classroom teachers or other staff members who may have supervisory duty over the students or incident in question. The inquiry will consider written materials, observations, or information provided by students and/or staff.

#### **Step Three**

If the inquiry finds there is no evidence of academic misconduct, then the information from the inquiry will be filed and kept by the IB Coordinator for a period not to exceed three years, but no other measures will be taken.

If the inquiry finds that there is evidence of academic misconduct and the assignment under inquiry is an internally-assessed assignment, these steps will be followed:

- First Offense
  - A parent conference will be held to discuss the infraction.
  - The student will receive a zero on the assignment under inquiry.
  - The student's infraction history may be shared with any IB teacher upon a written request to the IB Coordinator.
- Second Offense
  - A parent conference will be held to discuss the infraction.
  - The student will receive a zero on the assignment under inquiry.
  - The student will be recommended to the Assistant Principal for disciplinary action.
- Third Offense
  - A parent conference will be held to discuss the infraction.
  - A written reprimand will be placed in the student's permanent record.
  - The IB Coordinator will recommend to the Head of School that the student be removed from the IB Diploma Programme.
  - The student will be ineligible to obtain or retain membership in the National Honor Society, and their name will be struck from the record book.

If the inquiry finds that there is evidence of academic misconduct and the assignment under inquiry is an externally-assessed assignment, then the student will be subject to the school's inquiry as well as actions to be taken by the IB for alleged breaches to the regulations under Section A1.10 of the *Handbook of Procedures for the Diploma Programme 2017*.

All information produced by the inquiry will be retained by the IB Coordinator for a period not to exceed three years from the date of the inquiry.

All information produced from an inquiry of academic misconduct that is verified may be shared with any teacher in the IB Diploma Programme during the student's tenure in the program.

Please retain the previous pages for your records and return this signature page to the IB Coordinator.

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I have read and fully understand the Latta High School IB Academic Honesty Policy and agree to abide within its parameters and constraints.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_