



IB DP/CP Academic Honesty Policy

Academic honesty is a critical component of the Central High School International Baccalaureate Program. When students apply to the Central High School IB Program, they agree to abide by the Central High School Academic Honesty Policy. One of the key elements of the IB Learner Profile is to act principled and show a level of integrity when it comes to academic honesty. It is also a requirement of the International Baccalaureate Organization (IBO), as stated in the IBO *General Regulations, Article 3.3* “Candidates are required to act in a **responsible and ethical manner throughout their participation** in the Diploma Programme ... which includes not engaging in academic misconduct.” The faculty and staff of Central High Schools believe all students should act ethically throughout their participation in the IB program. The purpose of this policy is to clearly communicate these specific expectations of students and how the faculty will work with students to ensure they maintain this standard.

Definition of Academic Misconduct (Malpractice):

In the IBO publication General Regulations: Diploma Programme (IBO, 2014), “academic misconduct is 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. Behavior that may disadvantage another candidate is also regarded as academic misconduct.” Academic misconduct is a breach of these regulations and includes, but is not restricted to, the following:

- a. **plagiarism** – this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
 - b. **collusion** – this is defined as supporting academic misconduct by another candidate, for example, allowing one’s work to be copied or submitted for assessment by another
 - c. **duplication of work**—this is defined as the presentation of the same work for different assessment components and/or DP core requirements
 - d. **misconduct during an IB examination** (for example, taking unauthorized material into an examination, behavior that disrupts the examination or distracts other candidates, or communicating with another candidate)
 - e. **any other behavior that gains an unfair advantage** for a candidate or that affects the results of another candidate (for example, falsifying a CAS/Service Learning record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media).
- Responsibility of Faculty/Staff:**

The IB DP/CP Coordinator shall...

- provide a copy of the IBO’s publication **Academic honesty in the IB educational context** to all IB staff members during pre-planning training and ensure they have read it and will understand and comply with it.
- communicate expectations of academic honesty to IB staff and students on a continued basis.
- communicate consequences of academic dishonesty to teachers, parents, and students. IB Faculty

shall...

- make students aware of and provide examples of **what constitutes academic dishonesty in their respective classes** and **how it undermines the learning process**.
- make students aware of the **consequences** of academic dishonesty.
- teach students **how to use the words and ideas of others appropriately to support their own oral and written communication**, and use approved methods of citing sources, providing clear and explicit acknowledgment for content.
- work proactively to prevent and identify malpractice **at all grade levels and in all subjects**. • structure assignments and tests to **minimize the opportunity for student dishonesty and malpractice**; this includes requiring students to submit work, when practical, to a plagiarism prevention website such as Turnitin.com.
- read, understand, and comply with the IBO's **Academic honesty in the IB educational context** publication.

Responsibility of Students:

Students shall...

- **always abide by the Academic Honesty Policy**.
- **not engage in any form of academic misconduct at any time**; including **collusion, duplication of work, plagiarism**, and all other forms of cheating.
- learn **correct methods of source citation**, including for Internet sources, and **ask teachers for guidance**. Ignorance of standard practice as taught in the program shall not excuse students' responsibility for proper source citation.
- ensure "that they complete their work carefully, honestly and authentically." (IBO, p. 16).
- **promote academic honesty in interactions with peers**, including **informing a staff member** when they are aware that another IB student or students have demonstrated academic dishonesty.
- **work collaboratively** only in **appropriate circumstances**. Students are encouraged to form study groups, but they should **always ask their teachers for clarification** about what type of collaboration is appropriate *before* working with other students.

Process for Investigating Alleged Malpractice & Consequences If a teacher has

reason to believe that academic dishonesty has occurred, the following steps will be taken. • The teacher will investigate the suspected malpractice.

- The teacher will communicate the outcome of his/her investigation to the IB coordinator. • **If the teacher and IB DP/CP Coordinator agree that malpractice has occurred, then the student will receive no credit for the assignment in question and disciplinary consequences will be enacted by the IB DP/CP Coordinator.**
- Consequences for academic malpractice range from the student earning a zero on the work involved to immediate dismissal from the IB Program, depending on the severity of the infraction. • **At a minimum, the student will be placed on Academic Probation.**
- The IB DP/CP Coordinator will communicate, in writing, disciplinary consequences to the student and his/her parents. This letter will be placed in the student's file in the DP/CP Coordinator's office.
- **Note: If a student enters the DP/CP with a record of malpractice from Pre-Diploma courses, that record constitutes the student's first incident of academic malpractice.**
 - If a student is allowed to remain in the DP/CP following a first incident of academic malpractice, **Depending on severity, a second incident at any time during the student's enrollment in the two year DP/CP, may result in the student's dismissal from Central High School's IB Program.**

Academic Misconduct on IB DP/CP Assessments

In addition to the consequences described above, if a confirmed academic misconduct incident involves any work to be submitted for a DP/CP assessment (including the Extended Essay, Reflective Project, CAS, Service Learning, Language Development, Internal Assessments, Theory of Knowledge essays, External Assessments, and IB exams), **the work will not be submitted to IBO which will result in no diploma/certificate being awarded.** If academic misconduct is suspected, but the DP/CP Coordinator is not able to confirm it, the DP/CP Coordinator is required to report the incident to the IBO. The incident will be investigated by a final award

committee at the IBO which “may decide not to issue a grade for a candidate in the subject(s) concerned” ... resulting in “no IB Diploma will be awarded to the candidate.” **General Regulations: Diploma Programme (21.7 & 21.8)**

Student Support & Rights of the Student

All records of academic misconduct will be kept in the DP/CP Coordinator’s office. Problems or trends within the program will be reviewed, and necessary support will be given to students in the DP/CP.

All students in the International Baccalaureate Program have the right to have a parent, peer, or teacher present during the discussion of any suspected breach of academic dishonesty. The decision of the IB Coordinator regarding suspected academic dishonesty is final.

Policy Review

The Academic Honesty Policy undergoes review every two years as it pertains to changes in district policies as well as school policies. This policy is evaluated every two years through the IB Professional Learning Committee. The Committee contains the IB DP/CP Coordinator, teachers from the Diploma Program and Career-related Programme, and an academic coach/administrator. It is the responsibility of the IB DP/CP Coordinator to ensure the success of the assessment policy review. The next review period is scheduled for December 2024.

This policy can be downloaded electronically from the CHS IB website at <http://chsibmacon.weebly.com/ib-policies.html>

I have read and fully understand the Central High School IB Academic Honesty Policy and agree to comply with it.

Student’s Name: _____ Student’s Signature: _____

_____ Date: ____ / ____ / 20____ Parent’s

Name: _____

Parent’s Signature: _____ Date: ____ / ____ / 20____

Central High School IB Diploma Program 2022

Last Review: December 2022