



Wichita High School East  
**INTERNATIONAL  
BACCALAUREATE**

**IB Diploma Program  
Academic Honesty Policy**

**Academic honesty** is an integral part of the East High International Baccalaureate Program. In the Admissions Agreement students sign when they apply to the East IB Program, they agree to “understand and abide by the East High IB Academic Honesty Policy and manifest the highest degree of academic integrity.” 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 (as defined in article 20)” The East IB faculty believes and expects that all IB students possess and will demonstrate academic integrity. The purpose of this policy, therefore, is to clearly communicate these specific expectations of students and how the faculty will work with students to ensure they maintain this ideal.

**Definition of academic misconduct (malpractice):**

In the IBO publication *General Regulations: Diploma Programme* (IBO, 2014), “academic misconduct is behaviour (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. Behaviour 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, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate)
- e. any other behaviour that gains an unfair advantage** for a candidate or that affects the results of another candidate (for example, falsifying a CAS 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 staff:**

The IB Coordinator shall

- provide a copy of the IBO’s publication **Academic honesty in the IB educational context** to all IB staff members 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 regular basis.

Teachers shall

- make students aware 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 utilized approved methods of citing sources, providing clear and explicit acknowledgment for content.
- be vigilant about preventing and identifying malpractice **at all grade levels and in all subjects.**
- structure assignments and tests so as 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

- **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).
- **inform 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

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 coordinator are in agreement 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 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.
- **The IB 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 coordinator's office but will not become a part of the student's permanent academic record.**
- **Note: If a student enters the IB Diploma Program with a record of malpractice from Pre-IB courses, that record constitutes the student's first incident of academic malpractice.**
- **If a student is allowed to remain in the IB Diploma Program following a first incident of academic malpractice, a second incident of any type, on any assignment, at any time during the student's enrollment in the two-year Diploma Program, will result in the student's dismissal from East's IB Diploma Program.**

## IB Diploma Assessments

In addition to the consequences described above, if a confirmed academic misconduct incident involves any work to be submitted for an IB Diploma assessment (including the Extended Essay, CAS, 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 being awarded. If academic misconduct is suspected, but the coordinator is not able to confirm it, the 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)**

I have read and fully understand the East High 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\_\_\_\_