



## Wichita High School East INTERNATIONAL BACCALAUREATE

# EHS Pre-IB 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 dishonesty (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:

- **Plagiarism:** “the representation of the ideas or work of another person as the candidate’s own.” (IBO, p. 2) This is not limited to text; it also applies to works from the arts (including music, film, dance, theater arts), math, science, computer science, etc. (IBO, p. 3).
- **Collusion:** “supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another” (IBO, p. 2).
- **Duplication of work:** “the presentation of the same work for different assessment components and/or diploma requirements” (IBO, p. 2).
- **The definition of malpractice also includes “any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate...”** (IBO, p. 2).
- **Misrepresentation or falsification of student work, including CAS documentation, also constitutes malpractice.**

### **Responsibility of staff:**

The IB Coordinator shall

- provide a copy of the IBO’s publication “Academic honesty: guidance for schools” 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 to the plagiarism prevention website Turnitin.com.
- read, understand, and comply with the IBO’s “Academic honesty: guidance for schools” 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.
- In addition to receiving no credit for work that involves malpractice, disciplinary consequences may include, but are not limited to, the following actions: recompletion of work (with no credit), academic probation, detention, formal apology, suspension, or dismissal from Pre-IB courses, each depending on the severity of the infraction and the student's history of infractions.
- 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.
- If a student is allowed to remain in Pre-IB courses following a first incident of academic malpractice, additional infractions could jeopardize the student's entry into the IB Diploma Program as junior.
- In the event that a student with incidents of malpractice in Pre-IB is allowed to continue in the Diploma Program, **cumulative infractions from EHS Pre-IB coursework will be considered a first incident of malpractice in application of the IB Diploma Program Academic Honesty Policy.**  
**Note: a second incident of malpractice is cause for removal from the IB Diploma Program.**

I have read and fully understand the East High Pre-IB Academic Honesty Policy and agree to comply with it.

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_