

Academic Honesty Policy



**Lake Wales High School (LWHS)
International Baccalaureate
Diploma Program**

LWHS Mission Statement: Creating a vibrant, internationally-minded community where students are encouraged to seek a life of inquiry, reflection, and merit.

What is Academic Honesty?

Academic honesty involves showing integrity and respect for oneself and the assessment process. It is the expectation that every student at LWHS exercise academic honesty in all of their work. This includes acknowledging any sources used to complete an assignment. By striving to maintain academic honesty, all members of the school community uphold the ideals of the IB learner profile which addresses the importance of being “principled”, acting with “integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities”.

What is Academic Misconduct?

Academic misconduct includes any behavior or action which results (or may result) in a student gaining an unfair advantage academically. Examples of academic misconduct include, but are not limited to:

- **Plagiarism** – Representing the work, words or ideas of another person as one’s own (whether deliberately or unintentionally)
- **Collusion** – Supporting another student’s academic misconduct (ex. allowing one’s work to be copied and/or submitted for someone else)
- **Duplication of work** – Turning in the same work for different assessment components

Academic Honesty during Examinations

General rules and regulations regarding appropriate conduct during IB examinations are presented to each student prior to the examination session. Information is posted around the school and in the examination room as required. Students are also informed of what may not be taken into the examination room/area which includes but is not limited to:

- Electronic devices (except when permitted)
- Notes or scratch paper
- Subject books
- Refreshments (except water at the discretion of the coordinator)

Consequences of Academic Misconduct

If a student engages in academic misconduct, one or more of the following consequences may occur:

- Parent conference

- The teacher will issue a grade of “0” on the assignment in question, with no possibility of a retake. This assignment will become exempt from the retake policy in the 80% assessment category. If a teacher drops the lowest grade for a 9 week period, this grade of zero will not be dropped.
- Meeting with the Assistant Principal of IB /IB Coordinator to review the academic honesty policy.
- A Referral may be written and documented as part of student records
- The student may be placed on academic probation
- Removal from the IB program or specific course may be applicable
- Any student who took part in academic misconduct, will be placed on a student contract; the contract will outline possible consequences for repeated academic misconduct. In most cases, the student will not be allowed to remain in the IB class if there is a second incident of academic misconduct.

****Administration reserves the right to immediately remove a student from the IB program of study if the student is found guilty of academic misconduct on an IB assessment.***

Recommendations for Maintaining Academic Honesty:

- Acknowledge all sources that were consulted in the completion of your work (when in doubt, cite)
- Communicate with the teacher regarding the referencing style to be used on each assignment
- Act as a role-model in maintaining academic honesty

Responsibilities

1). Students will:

- Maintain academic honesty in all assignments and assessments
- Ensure that all sources used are acknowledged using the referencing style agreed with your teacher
- Seek assistance from teachers when unsure what should or should not be cited
- Report any violations of the academic honesty policy

2). Teachers will:

- Discuss the academic honesty policy with their students
- Develop, model, and sustain ethical practices within the classroom that promote academic honesty
- Openly communicate with students and parents the expectations for how to maintain academic honesty in the course, for assignments, and on assessments
- Contact parents regarding any violation of the academic honesty policy

- Report any breach of the academic honesty policy to the Assistant Principal of IB/IB Coordinator

3). Parents/Guardians will:

- Discuss academic honesty with their child
- Encourage their child to uphold their integrity by maintaining academic honesty

4). Administration/Coordinator will:

- Ensure that students are aware of the guidelines for maintaining academic honesty
- Correctly document and contact the appropriate personnel regarding academic misconduct during external examinations
- Document any breach of the academic honesty policy
- Ensure that the entire school community receives information regarding the academic honesty policy
- Maintain a school environment that promotes academic honesty
- Ensure that academic misconduct is dealt with in a fair and consistent manner
- Initiate the process of reviewing the academic honesty policy annually

Review of the Academic Honesty Policy

LWHS's academic honesty policy will be reviewed by a team of stakeholders on an annual basis or as needed.

References and Sources

- *Academic Honesty in the IB Educational Context (2014)*
- *Academic Honesty in the Diploma Programme* (brochure)
- *Are You Completing Your IB Assignments Honestly?* (2012)
- *Diploma Programme Academic Honesty* (updated 2011)
- *IBO Handbook of Procedures for the Diploma Programme* (2016)
- *IBO Programme Standards and Practices* (2014)

This document was created in collaboration by the IB coordinator/administrator, teachers, counselors, parent representative and students.

LWHS would like to acknowledge the following IB World Schools whose published Academic Honesty Policies served as a model in the creation of this document:

- Albert Einstein High School
- Gulliver Preparatory School
- Sarasota Military Academy
- LWHS School for Advanced Studies