



# **Shawnee Mission Northwest High School**

## **International Baccalaureate Program**

### **Academic Honesty Policy**

**Academic honesty** is an integral part of the Shawnee Mission Northwest International Baccalaureate Program. It is also a requirement of the International Baccalaureate Organization (IBO), as stated in the IBO Procedures Manual “Candidates are required to act in a **responsible and ethical manner throughout their participation** in the Diploma Programme and examinations. In particular, candidates must avoid any form of **malpractice.**”, which is defined below. The Shawnee Mission Northwest 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 “Academic honesty: guidance for schools” (IBO, 2003), **malpractice** is defined as “behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.” (IBO, p. 2) Malpractice includes 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 behavior that gains an unfair advantage for a candidate or that affects the results of another candidate...”** (IBO, p. 2)

#### **Responsibility of teachers:**

Teachers shall:

- make students aware of **what constitutes academic dishonesty in their respective classes and how it undermines the learning process Be firm and fair.**
- 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:** “Using the words and ideas of another person to support one’s arguments while following accepted practices is an integral part of any intellectual endeavor, and integrating these words and ideas with one’s own in accepted ways is an important academic skill.” (IBO, p. 3)
- 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, and communicate the contents to students over the course of their class. Make sure students understand what malpractice is, and what you expect from them in terms of their compliance with the IB agreement.

#### **Responsibility of students:**

Students shall:

- **not engage in any form of academic dishonesty 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 all of the work they submit "is **authentic**, with the work or ideas of others fully and correctly acknowledged." (IBO, p. 7)
- **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 on a NON IB assessment:

1. The malpractice is investigated by the teacher and if no definite conclusion can be made and/or the student is cleared by the teacher, the issue is resolved and nothing further is done.
2. The malpractice is investigated by the teacher, and is found to be valid and something that falls within the Shawnee Mission district and teacher's classroom guidelines for a consequence. For example, if a student is found to have cheated on an exam they receive no credit for the exam according to Shawnee Mission district policy. The teacher informs the IB coordinator, a note is placed in the student's IB file, and the student is then referred to the Associate Principal for International Baccalaureate for a conference and possible consequence. The parents are informed in writing of the incident by the IB coordinator.
3. If there are multiple incidents of malpractice from the student, each will result in a referral to the Associate Principal for International Baccalaureate for consequences according to Shawnee Mission District guidelines. These guidelines begin with a conference/detention for first offenses, and then increase in severity to include in school suspension or out of school suspension for continued multiple infractions as well as the possibility of removal from the IB program itself or the class(es) in which the malpractice continually occurs. For this reason, it is imperative that all infractions that result in a conference or consequence are reported to the IB coordinator for tracking.

## **IB Diploma Assessments**

In addition to the consequences described above, if the malpractice incident involves any work that is to be submitted for an IB Diploma assessment (including the Extended Essay, internal assessments, Theory of Knowledge essays, and external assessments, including May IB exams), if malpractice is confirmed, IBO is notified of it, the document(s) in question will not be forwarded to IBO for evaluation, and the student may be denied the diploma pending the final decision by IBO. If malpractice is suspected, but cannot be verified, the coordinator is required to report the incident to the IBO. The incident will be investigated by a final award committee at the IBO: "If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. *No diploma will be awarded to the candidate.*" IB Procedures Manual, 2006. **Note: IB does not refund testing fees. If a student is denied the diploma due to malpractice, the IB fees paid to date will be forfeited.**

I have read and fully understand the Shawnee Mission Northwest IB Academic Honesty Policy, understand how it applies to me, and I agree to comply with it.

Student's Name:/Signature \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_