



Dalton High School

1500 Manly Street. Dalton, GA 30720 Phone 706-876-4800



International Baccalaureate Diploma Program DHS Academic Integrity Policy

Statement of Purpose

The International Baccalaureate (IB) Programme at Dalton High School, including administration, faculty, parents and guardians of IB students will share the responsibility of supporting students in creating authentic work that reflects the highest degree of academic integrity and honesty. The local academic honesty policy of Dalton High School is a guide for students, faculty and parent/guardians. The International Baccalaureate Academic Integrity Policy is the basis for the Dalton High School Academic Integrity Policy and will supersede the local policy when necessary.

The International Baccalaureate Programme states, “Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work.”

As described in the IB Learner Profile, IB students will, “act with integrity and honesty, with a strong sense of fairness and justice...” and “take responsibility for our actions and their consequences.” Administration, faculty and parent/guardians will provide support and guidance as students learn how to create academically creative work based on honesty and integrity.

Clarification of Terms

What is Academic Integrity?

“Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work.” ([IB Integrity Policy, p.3](#))

What is Academic Misconduct?

Academic misconduct is viewed “as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happen before, during, or after the completion of the assessment or examination, paper-based or on-screen.”

https://resources.ibo.org/ib/works/edu_11162-58121?root=1.6.2.4.5&lang=en&odd=ibo.odd&view=div

Types of Academic Misconduct

- Plagiarism: Copying external resources. Example: “A candidate submitted a piece of work that was almost identical to an internet source—more than 80%. No reference was provided in the body of the work or in a bibliography.” (IB Integrity Policy)
- Peer Plagiarism: Copying or lending work from or to another student. Example: Candidate A was under pressure to finish their

- internal assessment task and asked a peer, candidate B, from the same school for support. Candidate B shared a draft of their work with candidate A so they could gain a better understanding of the structure, but specifically asked them not to use or copy their work. Candidate A submitted the shared draft work as their own. (IB Integrity Policy)
- Collusion: knowingly supporting academic dishonesty of another IB student. May include copying work from another student or allowing ones work to be copied. Example: “Two candidates submitted identical work for assessment despite the subject teacher advising that candidates must collect and record their own data and write their own conclusions.” (IB Integrity Policy)
 - Improper Exam and Testing Behavior (including but not limited to the following behaviors)
 - Possessing unauthorized material in the examination room
 - Exhibiting misconduct or disruptive behavior during an examination.
 - Impersonating another candidate
 - Giving or receiving answers during an examination.
 - Sharing content of an examination within twenty-four hours of an exam

Resources available to support academic honesty at DHS

IB classroom teachers, the IB coordinator, the IB Librarian/Media Specialist, the Extended Essay Coordinator and the IB School Counselor are all available to instruct, mentor or encourage students in all phases of IB learning. The media specialist and IB English

teachers encourage the use of Galileo, the Georgia State Online Library as a source of reliable, academic resources. Galileo provides over 100 databases that provide scholarly works, directories, eBooks and citation tools to support the IB curriculum. Students receive Instruction on the use of Galileo by the media specialist during IB English classes. Citation tools through Galileo support MLA, APA, Chicago and other citation styles appropriate for IB work.

Guidelines for Avoiding Academic Misconduct

- Read and understand this Academic Integrity Policy
- Design time schedules or plans to manage tasks sensibly and responsibly
- Maintain organized notes and sources referenced during the production of the work
- Seek guidance and support from their teachers when doubts arise about referencing
- Format both in-text and bibliographic citations using an acceptable referencing style
- Cite words, ideas, images, and works are from others, including maps, charts, musical compositions, films, computer source codes
- Give credit for copied, adapted, paraphrased, and translated material from other



Personal Responsibilities

Student responsibilities

- Understand Dalton High School and IB's policies on academic honesty
- Submit original work as assigned in a timely manner.
- Ask for clarification when unsure of procedures relating to academic honesty
- Provide proper citations for all resources used for written and oral assignments
- Abstain from giving or receiving undue assistance on written or oral assignments
- Observe and adhere to the Conduct for Examinations during IB examinations
- Show responsible use of the internet and associated social media platforms

Teacher Responsibilities

- Explain the importance of academic honesty on assessments and original work
- Provide clear instruction on use of academic citations
- Follow the DHS policy for consequences related to honesty and integrity infractions.
- Model academic honesty

School Responsibilities

- Implement a fair and equitable academic honesty policy for all students
- Provide professional development to faculty on the academic honesty policy

- Inform parents of the academic honesty policy
- Investigate all reports for academic dishonesty and issue an appropriate consequence as stated in the policy

Parent Responsibilities

- Understand IB policies, procedures, and subject guidelines in the completion of coursework or examination papers by students
- Encourage honesty in all aspects of creation, presentation and assessment of academic work.
- Support their student in planning a manageable workload so they can allocate time effectively
- Understand what constitutes student academic misconduct and its consequences
- Abstain from giving or obtaining assistance in the completion of work

DHS IB Programme School Policy for Academic Misconduct

- **Plagiarism:**
 - Copying work from an external source or from another student.*
 - First Offense- Parent conference and redo the assignment with penalty
 - Second Offense- Parent conference and a Zero for the assignment
 - Third Offense- Parent conference with IB Coordinator, Zero for the assignment, and possible In School Suspension

- Peer Plagiarism

Student giving work to or completing work for another student.

- First Offense- Parent conference and redo the assignment with penalty
- Second Offense- Parent conference and a Zero for the assignment
- Third Offense- Parent conference with IB Coordinator, Zero for the assignment, and possible In School Suspension

- Falsification of Data

Attempt to fraudulently amend a result in a subject - electronic or hardcopy certificates and transcripts.

- First Offense- Parent conference and redo the assignment with penalty
- Second Offense- Parent conference and a Zero for the assignment
- Third Offense- Parent conference with IB Coordinator, Zero for the assignment and possible In School Suspension

Students violating the Academic Integrity Policy will review the policy with the IB Coordinator prior to submitting additional assignments. Infringements may be cumulative.

Questions or Comments Concerning the DHS Academic Integrity Policy

Contact IB Coordinator Marybeth Meadows via email (marybeth.meadows@dalton.k12.ga.us) or by phone (706-876-4800).



Review

Dalton High School will review this policy yearly and include all stakeholders including administration, faculty, students and parent/guardians.

Revised: 2/1/2022