

Academic Honesty Policy for Kennewick High School – 2020-21

As a school, we believe that students need to be taught about academic honesty as it applies to all levels of their work. Students need to see consistent application of academic honesty expectations in all classes. Our Kennewick High School code of conduct states: A student shall not intentionally obtain test or assignment questions and/or answers and/or homework through fraudulent means and shall not plagiarize any published materials, whether in hard copy or electronic/digital format. Plagiarism is defined as taking the ideas, passages, works, or writing of another person and representing these items as one's own original work

Integrity and Honesty

“Academic Honesty in the International Baccalaureate Diploma Program (DP) is a set of values and behaviors informed by the attributes of the learner profile. In teaching, learning and assessment, academic honesty serves to promote personal integrity, engender respect for the integrity of others and their work, and ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.” (Diploma Programme: From principles into practice, August 2015). Kennewick High School expects all members of the IB learning community to act in accordance with both the Kennewick High School and IB policy and expectations.

Academic dishonesty may include:

Plagiarism & Collusion

- Collusion is when more than one person has contributed to an assignment, which should be the student's own work. Please see plagiarism definition above
- Duplicating the work of another student or adult
- Disclosing or discussing the content of a test with a person outside the immediate school community within 24 hours after the examination
- Submitting work claimed as their own but accomplished by another person

Examples of academic dishonesty include:

- Lying to a teacher
- Copying homework
- Stealing from a teacher or a student (for example, taking an exam or answer key)
- Looking on someone else's test or quiz or letting another student look on your test or quiz
- Using unauthorized material on a test or paper
- Taking information from a source without proper acknowledgement

Academic honesty may include:

As part of honest and ethical behavior, we expect all students to:

- Report any infractions of which you are aware
- Admit to teacher that you did not complete the homework and accept the consequences.
- Know that your older sibling had the same teacher/class two years ago and dispose of the classwork, notes and tests rather than use them to gain an advantage
- Don't assume, but double-check the specific directions your teacher provides for the assignment

- Use proper citations for your work, even if you used another student or your parent. This means you should do the following:
 - When directly using another person’s words, the quote should be placed in quotation marks with an MLA formatted citation immediately following the quote.*
 - Paraphrasing the author’s words by changing just a few minor words is plagiarism. Read sources, put them aside and then write in your own words.*
 - Cite when using ideas that are substantially based on someone else’s research.*
 - Theses that are developed based on your synthesis of your sources’ conclusions do not need to be cited.

* All classes in IB use the MLA format, with the exception of History, which uses Chicago format. See owl.english.purdue.edu/owl, Purdue University’s all- encompassing website for citations and formatting.

Consequences for academic dishonesty could include:

- A zero on the suspect assignment, project or test
- Requirement to re-do the suspect assignment, project or test
- A phone call or letter to parents or guardians
- Conference with parents or guardians and/or principal
- Extreme cases could include suspension or a note in a student’s “log entries” in our grade reporting system
- Any incident of plagiarism or cheating on official IB work to include exams, internal assessments, extended essay, or CAS will result in an investigation, which could result in any of the above steps and possible disqualification for the IB Diploma or Certificate.
- Investigations will be conducted by a school official and will adhere to student rights to due process

Responsibilities:

- Students:
 - Sign and discuss the academic honor contract with your parents/guardians.
 - Comply with all classroom guidelines regarding group work and homework. Always acknowledge ALL assistance obtained from outside sources: Internet, parent, or peer for example.
 - Ensure all work submitted is original. Give clear credit to the author of any words/ideas not your own, including those of fellow students.
 - Seek advice from IB teachers/and or the librarian for clarification on matters related to academic honesty.
- Parent/Guardian:
 - Discuss the academic honor contract with your student.
 - In case of a violation, play an integral part in the school discussions, investigation and resolution.
 - Actively search for ways to reinforce academic honesty and integrity during daily life activities. (Movies, family discussions, board games, media, etc.)
- Teachers:
 - Ask students to read, discuss and sign the academic honesty contract at the start of each year.
 - Instruct students in proper research methods and proper use and citation of sources.

- Provide students with clear guidelines on assessment work completed outside of the classroom. This includes instructions on the fair use of Internet sources and websites, as well as information exchange between students in the course.
 - Confirm, to the best of his/her knowledge that all candidate work accepted or submitted for IB assessment is the authentic work of the student.
 - Report all suspected incidents of malpractice to the IB Coordinator and uphold consistent consequences for all students.
- The IB Coordinator and/or School Administration:
 - Establish a school culture that promotes academic honesty
 - Yearly, in conjunction with the librarians, present the academic honesty policy and contract to all IB and honors classes
 - Review the IBO Academic Honesty Policy with all staff members. Discuss classroom-based examples of malpractice and discuss strategies for prevention.
 - Provide staff with copies of the academic honesty policy and clear procedures for dealing with malpractice.
 - Investigate all instances of suspected malpractice. Communicate with students and parents and uphold consistent consequences.
 - Provide annual opportunities to review and revise the academic honesty policies and procedures as needed.

Note: This document is adapted from policies used at A.C. Davis, Cleveland and Edmonds-Woodway High Schools. Further direction comes from the IBO publication *Academic honesty: guidance for schools, September 2015*