



**GlenOak High School
International Baccalaureate
Diploma Programme
Academic Integrity Policy and Student
or Parent Complaint Procedure Guide**

Drafted November 2016

Updated March 2017 and September 2022

Academic Honesty

The International Baccalaureate Diploma Programme engages students through approaches to teaching and learning based on action, inquiry, and reflection. The IB approaches to teaching focus on teaching with approaches to learning in mind; pedagogy or andragogy; effectively using technology; every DP teacher is a language teacher; and planning. The IB approaches to learning promote thinking skills, communication skills, social skills, self-management skills, and research skills.

GlenOak High School IB students will strive to be inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.. These learner profile traits are aligned with being academically honest and responsible while demonstrating learning through a variety of teaching and learning methods.

Academic Misconduct

Academic misconduct is clearly addressed and defined through the IB document for students and guardians in *General regulations: Diploma Programme* (2011) and in *Academic honesty in the IB educational context* (2014) for teachers and schools.

The IB Organization defines malpractice as behavior that results in, or may result in, the candidate gaining an unfair advantage in one or more assessment components (*General regulations: Diploma Programme, Article 27*).

Examples of academic misconduct include, but are not limited to:

- Plagiarism: The representation, intentionally or unwittingly, of the ideas, words, or work of another person without the proper, clear and explicit acknowledgement (*General regulations: Diploma Programme, Article 27a*)

- Collusion: Supporting the malpractice of another student by allowing one's work to be copied or submitted for assessment by another (*General regulations: Diploma Programme, Article 27b*)
- Duplication of work: The presentation of the same work for different assessment components and/or IB diploma requirements (*General regulations: Diploma Programme, Article 27c*)
- Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example taking unauthorized material into an examination, misconduct during an examination, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination) (*General regulations: Diploma Programme, Article 27d*)

Student Expectations, Responsibilities and Resources

It is expected that students will complete and submit authentic work of their own creation based upon the assignment directions and rubrics provided by teachers. If and when students have challenges and difficulties in completing assignments, or questions about how to effectively and honestly complete assignments, students will contact a teacher or librarian for assistance. Students are expected to use appropriate and effective referencing or citations in all assignments as directed by teachers.

Teacher Responsibilities

It is expected that teachers will teach and reinforce academic honesty for all assignments and assessments. Teachers will work with students on effective citing and referencing. If and when students have difficulties with learning, teachers will work with students on how to appropriately locate and reference resources. Teachers are also expected to investigate and address any possible academic dishonesty.

New teachers to GlenOak High School and the DP will be provided the Academic honesty policy and information on how to teach and work with students on academic writing and assessments.

IB Coordinator and School Responsibilities

GlenOak High School's IB coordinator will keep apprised of updates, changes, and additions to IB documents and policies including academic honesty and assessments. The IB coordinator will keep all programme policies, students, parents, teachers, and administrators informed of expectations of IB and aligned so students will be able to successfully practice academic honesty.

If and when a student's academic honesty is questioned and/or found, the IB coordinator and school will follow the identified policy and procedure.

Parent Responsibilities

Parents are expected to act as a support system for IB students and they are an important partner in communication with teachers. If parents see a student struggling with challenging material and writing, the parent and/or the student may contact the teacher for help. If the parents see an academic malpractice, the parent will work collaboratively and cooperatively with the teachers, IB coordinator, and the school to support and sustain academic honesty.

Education and Support in Academic Honesty

Students, teachers, librarians, and the IB coordinator will work together throughout the Diploma Programme with the following educational resources to support teachers in helping students practice responsible, consistent, and effective academic honesty in their work.

Adopted referencing systems (based upon subject areas):

American Psychological Association (APA): Groups 1, 2, 3, 4, 5, and 6

Adopted software for internal and external assessments:

Turnitin:

www.turnitin.com

Adopted website for CAS, TOK and EE submissions:

ManageBac:

www.managebac.com

Recommended resources for student use for writing, research and referencing:

Effective citing and referencing:

<http://www.ibo.org/globalassets/digital-toolkit/brochures/effective-citing-and-referencing-en.pdf>

Purdue Online Writing Lab:

<https://owl.english.purdue.edu/>

UNC Online Writing Lab:

<http://writingcenter.unc.edu/handouts/>

Procedures: Reporting, Recording and Monitoring and Consequences

School violations of academic honesty for class assessments will be handled as follows:

- First offense: The teacher will meet with student and inform the student of academic consequence. The IB coordinator will meet with the student and parent for a conference. The student will be given an IB Diploma Programme/Course academic probation warning
- Second offense: The teacher will meet with student and inform the student of academic consequence. The IB coordinator will meet with the student and parent for a conference. The student will be placed on IB Diploma Programme/Course academic probation.
- Third offense: The teacher will meet with student and inform the student of academic consequence. The IB coordinator will meet with the student and parent for a conference. The student will be recommended for dismissal from IB Diploma Programme/Course

IB violations of academic honesty for internal and external assessments will be handled according to the *General regulations: Diploma Programme (28)* as follows:

1. If suspected malpractice occurs before a student signs the cover sheet, and before the final stage of work then the school must conduct an investigation and resolve the situation within the school (see School violations policy below).
 2. If any malpractice is discovered after the signing of the cover sheet, then the IB coordinator will inform the IB organization of any malpractice. IB candidates suspected of malpractice will be invited by the IB coordinator to present a written explanation of defense.
 3. An IB final award committee review collected evidence and decide whether to dismiss, uphold, or ask for further investigation.
 - a. If the allegation is dismissed then the grade will be awarded in the normal way.
 - b. If malpractice has been established then no grade will be awarded for the subject.
- NOTE: If the candidate is a DP candidate then no diploma will be awarded, although the candidate may still be able to earn certificates for courses not applicable to the malpractice.

Rights of the Student and Parents related to academic integrity and/or complaints

Students and Parents have a right to schedule a meeting or conference with IB teachers, the IB Head of School, and/or the IB Coordinator concerning his or her academic honesty and integrity or to discuss any complaints. Students will receive written documentation of any academic malpractice allegations from the IB coordinator consistent with due process. Student and parent complaints will

be addressed individually in a timely manner according to established school policies and procedures.

Policy Review

GlenOak High School's Academic Honesty Policy will be reviewed and updated as needed, but at least every five years in a regular cycle in conjunction with GlenOak's self-evaluation of the IBDP. The Academic Honesty Policy review will be led by the IBDP Coordinator with assistance from DP teachers and the IB pedagogical leadership team.

Appendix

Appendix A: Resources & References

Academic honesty in the IB educational context. International Baccalaureate Organization, 2014.

Effective citing and referencing. International Baccalaureate Organization, 2014.

Ethical Practice in the Diploma Programme. International Baccalaureate Organization, 2006.

General regulations: Diploma Programme. International Baccalaureate Organization, 2011.

ManageBac. Faria Systems, LLC. www.managebac.com. 2017

Purdue Online Writing Lab. Purdue University. <https://owl.english.purdue.edu/>. 1995-2017.

Turnitin. Turnitin, LLC. www.turnitin.com. 2016.

UNC Online Writing Lab. University of North Carolina at Chapel Hill.

<http://writingcenter.unc.edu/handouts/>. 2010-2014.

Appendix B:
Academic Honesty Policy Committee

Dr. Jennifer Austin	IBDP Coordinator
Jill Balderson	IB Visual Art Teacher/Arts Department Team Leader
Jennifer Caldwell	IB English A: Language and Literature Teacher
Dr. Jill Collet	Director of Curriculum
Pamela Dentler	IB Spanish B Teacher/World Languages Team Leader
Meredith Ersing	TOK Teacher/CAS Coordinator
Julie Filliez Werren	IB French Teacher
Ryan Foltz	IB Global Politics Teacher
Annie Hawkins	IB Biology Teacher
Christopher Irwin	IB Music Teacher
Gayle Kimbrough	GlenOak High School Principal/IB Head of School
Alyssia Kobasic	IB Math studies Teacher
Megan Leatherman	IB Psychology Teacher
Brian Matthews	Assistant Superintendent
Brent May	Superintendent
Kristen Misbrener	IB Extended Essay Coordinator/TOK Teacher/CAS Coordinator
Brett Niarchos	GlenOak High School Deputy Principal
Maria Speakman	IB Mathematics Teacher/Math Team Leader
Madeleine Wheeler	IB Physics Teacher