

## Westlake High School International Baccalaureate Academic Integrity Policy

---

### Philosophy

The faculty and staff of Westlake High School is committed to the academic, social and ethical development of each member of our learning community. We believe as the IB that academic integrity should be part of an “ethical culture” of any educational institution. It is an obligation which must be embraced and fostered by the entire school community.

Academic honesty is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling, and taught skills.

It is the expectation that all stakeholders promote the learner profile characteristic of being principled. According to the IB Learner Profile, people who are principled “act with integrity and honesty with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.” The guidelines set forth in this policy promote the values of academic integrity among students, parents, faculty, and administration.

### Purpose

This policy was developed to:

- Provide clarity on the IB definitions of academic misconduct and its different categories.
- Advise on what constitutes academic misconduct, intellectual property and authentic authorship.
- Define conventions for citing and acknowledging original authorship.
- Provide guidance on the distinction between legitimate collaboration and unacceptable collusion.
- Outline the consequences for actions that constitute academic misconduct.

### Definitions

- **Academic Misconduct:** deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage; including, but not limited to plagiarism, collusion, and/or cheating
- **Authentic Authorship:** authorship arising from one’s own ideas
- **Cheating:** acting dishonestly or unfairly in order to gain an academic or grade advantage
- **Collaboration:** working together on a common aim with shared information that open and cooperative and does not allow for one’s work to be copied for assessment purposes
- **Collusion:** supporting malpractice by another candidate, as in allowing one’s own work to be copied or submitted for assessment by another
- **Duplication of Work:** the presentation of the same work for different assessment components and/or IB requirements
- **Intellectual Property:** material that results from any original, creative thought that one has
- **Malpractice:** includes any behavior that gains an unfair advantage for a candidate that affects the results of another candidate
- **Paraphrasing:** the rewording of a text to give meaning
- **Plagiarism:** the representation of the ideas or work of another person as the candidate’s own
- **Summarizing:** a concise restating of a body of work

### Citation

As stated in both the MYP and DP From Principles into Practice, “the minimum information required...for identifying sources includes the name of the author, date of publication, title of source, and page numbers as applicable.”

The Westlake MYP and DP classes will utilize the MLA format when citing sources.

Listed below are website to assist with MLA’s citation and formatting:

- **Citation Machine:** <http://citationmachines.net/>
- **Easy Bib:** <http://www.easybib.com/>
- **Purdue English:** <https://owl.english.purdue.edu/owl/section/2/>
- **Bibme:** <http://www.bibme.rog/>

### Collaboration and Collusion

Legitimate collaboration is cooperative work with individual responsibilities and group accountability. Students must follow teacher guidelines regarding independent and group work.

Examples of unacceptable collusion include but are not limited to:

- forging documents
- taking an online assessment or assignment under another student's identity
- obtaining test or quiz materials for an assessment without the instructor's knowledge
- inappropriate use of graphing calculators, programmable watches, smart phones, wearable technology and other computer or electronic devices
- sharing student work that should be individually/independently produced
- discussing information about a quiz or test with students who have not completed the assessment
- obtaining/giving answers from/to another student during a test with or without the student's knowledge
- failing to follow teacher guidelines regarding collaboration on assignments or projects
- failing to complete all work independently unless expressly instructed otherwise

### **Consequences of Participating in Academic Misconduct**

The Fulton County Board of Education regards academic honesty as a cornerstone of its educational mission. Cheating will not be tolerated in this school system. Each school shall have a rule prohibiting cheating which shall be made available to students and parents. Westlake High School has developed a detailed Academic Integrity Policy that outlines the process for reporting, evaluating, and the consequences for academic misconduct.

#### **Academic Integrity in the MYP**

Students in the MYP will be held to the Westlake High School Academic Integrity Policy (Appendix A)

#### **Academic Integrity in the DP**

In addition to the standard Westlake High School Academic Integrity Policy for work completed during enrollment in DP courses (Appendix A), all DP students will be held to the expectations outlined in the Westlake DP Syllabus Addendum (Appendix B).

### **Responsibilities**

*Administrators will:*

1. Assure that all faculty, students and parents have knowledge of the Westlake Academic Honesty Policy.
2. Create a cluster-wide environment that encourages a consistent culture of adherence to the Academic Integrity Policy.
3. Encourage and support teachers in enforcing the Academic Integrity Policy.
4. Maintain cumulative records of reported violations.
5. Facilitate Academic Integrity Policy conference when appropriate.
6. Enforce appropriate disciplinary actions based on FCS policy.

*Media and Educational Technology Instructor will:*

1. Provide ongoing collaborate with teachers to teach ethical use of intellectual property and computer applications, including the use of music, images, and video within presentations.
2. Develop and distribute a Media Citation Guide.

*Teachers will:*

1. Provide students with explicit requirements and directions.
2. Structure conditions during testing to alleviate the possibility of cheating and strictly adhere to all testing proctor guidelines and protocols.
3. Specify the types of collaboration that are allowable and those that are not allowed.
4. Teach and review correct use of documentation when assigning work.
5. Review citation process.
6. Review the Academic Integrity Policy often, particularly before major assignments and tests.

*Students will:*

1. Avoid situations that might contribute to cheating, plagiarizing, lying, and stealing.
2. Avoid giving or receiving unauthorized assistance on all school assignments, including but not limited to the use of collusion to produce and submit assignments.
3. Document borrowed materials by citing sources using an approved format.
4. Avoid plagiarizing by:
  - a. Using quotation marks for statements taken from others.
  - b. Acknowledging information, ideas, or patterns of thought borrowed from any source.
  - c. Consulting faculty about any questionable situations.
5. Meet teachers' checkpoint deadlines.

6. Ensure that all smart technologies are utilized only when allowed by an instructor and are not used in an unauthorized manner.
7. Report any violations of the Academic Integrity Policy.

*Families will:*

1. Be aware of the Westlake Academic Integrity Policy.
2. Provide a positive example for adhering to the Academic Integrity Policy.
3. Support faculty and administration in enforcing the Academic Integrity Policy.

### **Process for Review of Policy and Communication**

The Westlake School Governance Council (SGC) evaluate the Academic Integrity Policy annually. During this annual evaluation the policy will be reviewed for needed updates and revisions, as well as to assess the effectiveness of the implementation and to ensure the policy is communicated throughout the Westlake community.

The Academic Integrity Policy will be posted on school's website and links will be included in school bulletins following the annual review. The Westlake IB Integrity Policy will be utilized in conjunction with our school's Assessment, Language, and Special Education Needs Policies to help formulate student plans for placement and assessment.

### **References**

- Diploma Programme: From Principles into Practice (ibo.org)
- Middle Years Programme: From Principles into Practice (ibo.org)
- Academic Integrity (ibo.org)
- Norcross IB Cluster Academic Honesty Policy  
<https://drive.google.com/file/d/1RbqbdiLud-hVKVciKfa70C6V0Z1zR8o4/view>

# Appendix A

---

## Westlake High Student Academic Integrity

(as excerpted from the Fulton County Board Policy)

The Board of Education regards academic honesty as a cornerstone of its educational mission. Cheating will not be tolerated in this school system. Each school shall have a rule prohibiting cheating which shall be made available to students and parents. At a minimum, the rules should contain the following:

- a. Range of possible academic consequences, which may include, when the principal or designee deems appropriate, repeating the assignment or a similar assignment, receiving a reduced grade or a zero on the test or assignment or other consequences at the discretion of the principal.
- b. Range of possible extracurricular consequences, which may include exclusion from extracurricular activities, interscholastic activities, honor societies and clubs; ineligibility for school offices or school honors; and other consequences at the discretion of the principal.

***The Westlake High School Honor Code is in effect at all times.*** Cheating will not be tolerated! Cheating is defined as giving or receiving information in any form that is related to a gradable experience including the use of sources of information other than those specifically approved by the teacher either during or outside of class. Students are required to sign honor pledges as applicable for major tests, projects, and/or papers.

Examples of cheating include, but are not limited to:

- **Plagiarism** – using words or ideas from a published source without proper documentation; using the work of another student (e.g. copying another student’s homework, composition, project, etc.); using excessive editing suggestions of another student, teacher, parent or paid editor.
- Looking on someone else’s paper during a test or quiz.
- Cheat sheets of any kind.
- Knowingly accepting or giving information concerning the contents of an assessment.
- Changing the appearance of computer printouts.
- Allowing another student to complete online assignments using your name and login information.

Each department has two grade weight categories (excluding final exams and EOC’s) that the WHS Honor Code Council can render decisions on. If a student is accused of violating the WHS Honor Code within those categories, the following process may occur:

1. The teacher will address the student regarding said accusation.
2. The teacher will make efforts to secure all documentation that supports the allegation which may include: student’s assignment in question, cheat sheets, cell phone (if the student refuses to turn over the phone then the teacher will complete and submit a discipline referral, as usual).
3. Both student and teacher will complete a teacher statement form that describes the incident (no more than two paragraphs in length).
4. The teacher will complete a discipline referral form (submitted to Ms. Wingfield) and **contact parents within 24 hours**.
5. Upon notifying, parent/guardian may contest the accusation within 48 hours using the “Academic Integrity” link on the school’s website.
6. Should the parent/guardian NOT contest the teacher’s findings, then the grade of zero will stand and Ms. Wingfield will process the discipline referral A.S.A.P.
7. Should the parent/guardian decide to contest the teacher’s findings, using the previously stated link, then the process will go as follows:
  - a. The teacher will be notified to place the grade holder code of “**Ch**” in the gradebook for the assignment in question and post the comment “**under AI review**” in the comments for the assignment. Marking the grade as “**Ch**” will temporarily count as a zero.
  - b. Copies of the entire incident file will be provided to all who are serving on the WHS Honor Code Panel at an Academic Integrity hearing at which time the incident will be given a final verdict as to the guilt or innocence of the student.
  - c. The standing meeting days and times will be every 1<sup>st</sup> and 3<sup>rd</sup> Monday from 4:00 P.M. – 5:00 P.M. No more than five cases will be heard in one sitting.
  - d. The incident case will be read in silence by the members of the panel. If the teacher/student/parent are present (attendance is neither expected nor required) and wish to speak then they will be afforded two minutes to

- address the panel.
- e. If the panel has any additional clarifying questions, and the teacher, student, and/or parent are present, then they will be asked.
  - f. The WHS Honor Code Panel will render verdicts that range from the following two categories:
    - i. **Innocent:**
      1. The WHS Honor Code Panel will recommend that the teacher and student “clear the air” through open dialogue and make arrangements within 48 hours of the verdict for a comparable assignment to be made up for full credit.
      2. The assignment code of “AI” will be replaced with the full credit grade upon the completion of make-up assignment.
    - ii. **Guilty:**

*(NOTE: All sponsors/coaches are expected to enforce the verdict of the WHS Honor Code Panel)*

      1. The Student Discipline Handbook will be adhered to 1 day of ISS and/or the appropriate escalating discipline consequence.
      2. The student and teacher must make arrangements within 48 hours of the verdict for a comparable assignment to be made up for **mastery only**.
      3. The gradebook assignment space holder code of “Ch” will stand, and the comment will be updated to “Verdict rendered by AI Committee.”
      4. If the student is not involved in any activity, club, sport, etc., then the verdict ruling may range from cafeteria clean up detail, school beautification detail, or another day of ISS (should the student/parent refuse the cleanup detail).
      5. If the student is in a pathway organization, then they will be removed from the next immediate field trip or “fun” activity following the verdict with no refund.
      6. If the student is an athlete they will be benched from the next immediate game following the verdict without a refund.
      7. If the student is in a club/organization, they will receive a punishment based upon the recommendations of the sponsor without a refund.
      8. If the student is in an Honor Society, they will permanently be removed from the Honor Society **after the 2<sup>nd</sup> violation**. Upon removal from the Honor Society, they shall not be allowed to purchase, be provided, or wear that honor society’s chord during any activity associated with graduation.
      9. If the student is an “All Around Student” involved in multiples items listed in above (#4-8), the priority order for the punishment will be as follows: athletics, pathway organization, then club organization.
      10. The sponsor/coach and all of administration will be notified of the guilty verdict for informational purposes only.

## **Appendix B**

---

It is the communicated expectation that all students at Westlake High School enrolled in International Baccalaureate courses adhere to the Westlake High Academic Integrity Policy. In addition to the expectations outlined in that policy, the following expectations are specific to all IB courses at Westlake and will be strictly enforced.

### **TurnItIn**

All written assignments will be authenticated through the TurnItIn online platform. Any assignment that returns a similarity percentage of greater than 0% will be reviewed by the instructor to determine originality before a grade will be awarded.

Any assignments that cannot be authenticated will be referred to the Westlake High Academic Integrity Committee for review and final ruling.

### **Internal Assessments**

In accordance with the IBO policy, students may not submit the same work nor any identical components of a previously submitted work for any official IB assessment. Duplication of one's own work is considered plagiarism.

If a student is found to have plagiarized his/her Internal Assessment for any course, s/he will be awarded a zero for the assessment in the gradebook for each any class and will be ineligible for the IB Certificate for that course. Said student will be responsible for any fees associated with the IB course in question.

### **Consequences**

Depending on the severity of the academic integrity infraction, consequences include but are not limited to failure on the assessment, administrative referral, and/or removal from the IB course.