



# Aynor High School



201 Jordanville Road • Aynor, SC 29511  
Phone: (843) 488-7100 • Fax: (843) 488-7101 • ah.horrycountyschools.net

## Aynor High School Academy of Advanced Studies

### International Baccalaureate Diploma Programme Academic Honesty Policy

#### Introduction

Aynor High School values an environment that displays the traits of academic honesty among all of its stakeholders. According to IB, academic honesty is essentially “making knowledge, understanding and thinking transparent” (*Academic honesty in the IB educational context* 2014). This statement corresponds to the “principled” learner in the IB Learner Profile, the district’s core values that “we model and promote civility and integrity,” and to the school’s mission statement that we focus on “the individual development of every student.” As members of the AHS Community, we strive to be honest and upright in all our dealings, particularly in an academic context. Students who commit academic misconduct will be expected to take responsibility for their actions and accept the consequences that follow those actions.

#### Academic Misconduct

Academic misconduct is defined by the IB in the Academic Honesty in the Diploma Programme pamphlet as “behavior that results in, or may result in, the student or any other student gaining unfair advantage (or a behavior that disadvantages other students) in one or more assessment components.” Outlined below are the five most frequently investigated categories of misconduct.

- **Plagiarism**-taking someone else’s work or ideas and passing them off as one’s own without giving credit to the original source. Intent does not matter. Plagiarism occurs (whether or not the student intends it) IF the source is not credited or acknowledged in some way. **Plagiarism applies to a variety of sources, including the use of AI programs.**
- **Collusion**-Collaboration is encouraged; however, collusion is “supporting academic misconduct by another student” (*Academic Honesty in the Diploma Programme*). Examples of collusion include copying assignments, submitting work that is not your own, or working together on assignments in which individual work is expected.
- **Misconduct**-“cheating.” Taking unauthorized material into an assessment, having unauthorized access to exam materials before the assigned time, and/or communicating either verbally or silently with someone else during the assessment. This also includes disruptive behavior for which students can be removed from an IB examination room.
- **Duplication of Work**-Students may not present an assignment for a different assessment than the one it was originally intended to complete. For example, if a student submits a paper for

his/her History of the Americas class, he/she cannot complete their extended essay on the same topic or make slight alterations to the original work and resubmit it in another course.

- **Communication about the content of an examination**-IB defines “[c]ommunication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations” (*Academic Honesty in the Diploma Programme*).

## **Responsibilities**

Academic honesty at its essence, is simply an effort to make sure that others understand where information originated and how the interested reader can locate references that have been utilized. Students and teachers will utilize turnitin.com as part of the process to ensure that integrity is maintained.

### **Students should**

- Read this academic honesty policy and ask questions about anything which is unclear
- Understand the difference between directly quoting a source, paraphrasing, and plagiarizing
- Use an appropriate documentation style for all source material, in-text and in the bibliography
- Refuse to participate in collusion in any form
- Understand the consequences for academic misconduct, at the internally-assessed local school level and at the externally assessed IB level
- Follow all instructions and rules given by their IB teachers and the IB Coordinator

### **Teachers should**

- Teach students an appropriate documentation method for use in their classroom
- Give students opportunities in which to practice how to use others’ ideas, words, or work appropriately in their classroom
- Remind students of the forms of possible academic misconduct and how to avoid them

### **Administrators should**

- Promote parent and student awareness of the academic honesty policy
- Provide professional development for teachers on how to create and maintain an environment of academic honesty in their classrooms
- Investigate all instances of alleged academic misconduct
- Provide a fair, equitable, and consistent environment of adjudicating academic misconduct infractions in accordance with this policy, school board policy, and state law

### **Parents /Guardians should**

- Review the principles set forth in this academic honesty policy with their student(s)
- Clarify anything that the student does not understand
- Help students to understand the importance of practicing honesty in all situations, even when it will be to the student’s disadvantage
- Participate in parent-school meetings when contacted and requested

## **Procedures and Consequences**

“The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising staff member, taking into consideration written materials, observation, or information from others. Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined in the student handbook” (*Aynor High School Student Handbook 2023-24*).

If the inquiry finds that there is evidence of academic misconduct and the assignment under inquiry is an internally-assessed assignment, these steps will be followed:

- First Offense
  - A parent conference will be held to discuss the infraction.
  - Teacher will give the student a zero on the assignment in question.
  - Incident will be placed in PowerSchool log entries.
  - Work that cannot be authenticated by the teacher, will be reassigned to the student, with the expectation that the submission be the student’s original work adhering to the Academic Integrity Policy set forth by IB and Aynor High School.
- Second Offense
  - A parent conference will be held to discuss the infraction as well as a guidance referral.
  - Teacher will give the student a zero on the assignment in question.
  - Student will receive two days In-School Suspension.
  - Incident will be placed in PowerSchool log entries.
- Third Offense
  - Teacher will give the student a zero on the assignment in question.
  - Student will receive Out-of-School Suspension until parent conference.
  - The IB Coordinator will recommend to the Head of School that the student be removed from the IB Diploma Programme **(for the remainder of their time at Aynor High School)**.

If the inquiry finds that there is evidence of academic misconduct and the assignment under inquiry is an externally-assessed assignment, then the student will be subject to the school’s inquiry as well as actions to be taken by the IB for alleged breaches to the regulations under the Programme Standards and Practices, Culture section 0301-02, 2020.

All information produced by the inquiry will be retained by the IB Coordinator for a period not to exceed three years from the date of inquiry.

All information produced from an inquiry of academic misconduct that is verified may be shared with any teacher in the IB Diploma Programme during the student’s tenure in the program.

**Please retain the previous pages for your records and return this signature page to the IB Coordinator.**

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I have read and fully understand the Aynor High School IB Academic Honesty Policy and agree to abide within its parameters and constraints.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_