

Socastee High School IB Academic Honesty Policy

Academic Integrity in the Socastee High IB

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The *IB Learner Profile* describes attributes that we, the Socastee High School IB community, seek to foster in all students. The SHS IB faculty believes that academic integrity is integral to the core values implicit in the *Learner Profile*. As the *Learner Profile* is taught to our students, the faculty will explore the attribute “Principled” in its definitions as it applies to core values and academic integrity.

Sharing the Academic Honesty Policy

The Academic Honesty Policy will be shared with the SHS IB community. Students, parents, teachers, school administration, and district personnel will be apprised of the contents of the policy. The policy is posted on the SHS IB school website and Google Classroom pages and is embedded in the IB course syllabi. A printed copy of the policy will be provided to each IB student as well.

During the orientation sessions for students and parents, the Academic Honesty Policy will be presented and discussed.

All IB candidates will be asked to review and to sign an acknowledgement of having been presented the Academic Honesty Policy.

Promoting Academic Integrity

IB teachers are expected to provide instruction and guidance to IB students in an effort to promote academic integrity. Students will be informed as to what constitutes academic dishonesty as well as myriad ways to avoid it. IB instructors present lessons to reinforce appropriate, original academic product creation. There is ongoing periodic monitoring of student work and verification of authenticity by students when products are submitted. The official IB document *Effective citing and referencing* is used as a blueprint for these lessons.

As a part of the introduction to the research process for the Extended Essay, the media specialist prepares and presents a comprehensive lesson that guides students through the choices of referencing and citations styles.

Students receive referencing and citation instruction in prerequisite courses as well, specifically their English courses (English II Honors and AP Language). Freshmen are also required to participate in a media center orientation which includes instruction in locating, using, and attributing credit to sources. Students of all grade levels are provided with subject specific citation materials (student guides, instructional packets, and citation manuals, both paper and electronic, i.e. APA, MLA, CSE, Chicago-Turabian, etc.).

The school also provides tools to assist instructors and students in promoting/developing original products. The school has access to originality reports through Google Classroom that will check a student's submission "against hundreds of billions of websites and more than 40 million books" (Originality). Within our digital learning commons, students also have access to online programs like Tutor.com (writing feedback), NearPod (digital citizenship), SmartSearch (includes research organizational tools including premade subject specific citations), and Noodle Tools (research navigation).

Academic Honesty Offenses and Consequences

Offenses

The SHS IB faculty works diligently to deter academic malpractice. It is goal of the SHS IB Program to provide a framework for learning that is equitable, fair, and preparatory to the expectations of secondary educational institutions. As part of this effort, students are instructed as to what constitutes academic dishonesty.

- **Abuse of academic material** ... Damaging, destroying or stealing of lab equipment, classroom supplies or any other academic resource material.
- **Abuse of allotted time** ... Intentionally working on an assignment or assessment beyond the time limit given, without prior permission for a time extension.
- **Cheating** ... The possession, receipt, use or solicitation of unauthorized materials, information, notes, study aids or other devices in any academic exercise including an IB examination. This includes unauthorized communication of information before, during and after an academic exercise. Violations that occur during an IB examination will be reported to the International Baccalaureate Organization.

- **Complicity in academic dishonesty** ... Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.
- **Fabrication and falsification** ... The unauthorized alteration or invention of any information, lab data or citation in an academic exercise.
- **Lying** ... A misrepresentation of the truth which misleads another. Dishonesty about the contents of the submission or the late submission of work are examples of lying.
- **Plagiarism** ... Presenting the work of another as one's own. All sources of information must be cited according to one of the accepted formats such as APA, MLA, etc. Self-plagiarism—submitting work to a course that was previously submitted to the same or a different course—is also considered a form of plagiarism. Violations that occur for IB internal assessments will be reported to the International Baccalaureate Organization.
- **Sharing the content of an IB examination** ... Candidates must observe a 24-hour time limit before communicating the content of examinations with students who do not attend Socastee High School.
- **Stealing and/or possessing unauthorized material** ... The unauthorized appropriation, possession or use of the property of another.
- **Translation software** ... The predominant use of online translation software to complete written assignments or projects in Language B.

Consequences

1 st Offense	Candidate will not receive credit for the assignment, will receive a disciplinary referral, and parent/guardian will be notified. Additionally, the DP Coordinator will be informed and will in turn contact the appropriate level guidance counselor, any relevant honor society sponsors, and/or extracurricular coaches. The candidate will be required to attend an after-school session on Academic Honesty to reinforce the policy in relation to the committed infraction.
2 nd Offense	Candidate will not receive credit for the assignment, will receive a disciplinary referral resulting in an overnight suspension, followed by a conference between the student, a parent/guardian, the teacher(s), The DP coordinator, and an administrator. Additionally, the IB Coordinator will contact the

	appropriate level guidance counselor, any relevant honor society sponsors, and/or extracurricular coaches.
3 rd Offense	Candidate will not receive credit for the assignment, will receive a disciplinary referral resulting in one day internal student suspension (ISS), and parent/guardian will be notified. Additionally, the IB Coordinator will be informed and will in turn contact the appropriate level guidance counselor, any relevant honor society sponsors, and/or extracurricular coaches. The student may forfeit her/his opportunity to sit for the examination of the course in which she/he has engaged in academic dishonesty.

External consequences

Furthermore, work submitted for the purpose of IB assessment that has been identified by the school and the IBO for investigation of academic misconduct will be subject to the academic honesty policy of the IBO; this includes offenses and their penalties, the procedure for an investigation, the rights of the candidate, notification of decisions made, and appeals. The IB coordinator will work closely with the IB to facilitate the investigation of academic dishonesty.

If academic dishonesty is determined to have been found in work for a particular course, the IB has the right to require that the examination for that course be retaken. Penalties for additional or repeated offenses can result in a change in registration designation or permanent disqualification from the Diploma program.

Socastee High School IB Candidate Honor Commitment

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I understand that an important goal of the SHS IB Program is to provide a framework for learning that is equitable, fair, and preparatory to the expectations of secondary educational institutions.

I do hereby resolve to uphold the Socastee High School IB Academic Honesty Policy by refraining from violating offenses enumerated in the policy. Additionally, I acknowledge the consequences of any infractions enumerated in the Academic Policy as well. My signature below constitutes that I have read and acknowledge the policy in full.

Student Signature _____ **Date** _____

Sources

Academic Integrity. International Baccalaureate Organization, 2019

Diploma Programme: From Principles to Practice. International Baccalaureate Organization, 2015.

Effective citing and referencing, International Baccalaureate Organization, 2014.

IB Learner Profile, International Baccalaureate Organization, 2013.

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CA https://services.google.com/fh/files/misc/originality_reports_one_pager_q121.pdf

Socastee High School Student & Parent Handbook. 2019-2020