



Shawnee Mission East High School:
An International Baccalaureate World School
Academic Integrity Policy



Shawnee Mission East International Baccalaureate Diploma Program is committed to academic honesty and integrity among its students, teachers, administrators, staff, parents, and all stakeholders. SM East IB DP program, in concert with the International Baccalaureate Organization, and as voiced in the IB Mission Statement and Learner Profile, aims to develop lifelong learners who strive to be responsible and ethical in all endeavors. SM East IB DP program is committed to creating a community in which all may broaden their intellectual endeavors, strengthen their personal integrity, enhance their individual talents, and embrace their global responsibility.

The International Baccalaureate states, *“Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.”* (IBO, 2025)

SM East IB DP program identifies personal integrity as the core quality to which all SM East IB DP students should aspire throughout their lives and in all pursuits. Thus, it is expected that all students exercise academic honesty in ALL aspects of their work. Teachers, administrators, and staff are called to be teachers and role models of this trait. It is of the utmost importance that students understand what constitutes intellectual honesty and that there are consequences for academic dishonesty.

Academic Dishonesty

In the IBO publication *Academic Honesty: Guidance for Schools*, academic dishonesty or malpractice is defined as behavior that results in, or may result in an individual gaining an unfair advantage. Additionally, academic dishonesty could be behaviors that may disadvantage another student.

According to the IBO publication, academic dishonesty or malpractice includes, but is not limited to the following:

- **Plagiarism:** taking work, words, ideas, pictures, or artwork of another person and submitting it as one's own
- **Collusion:** supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessments by another student
- **Duplication of work:** presentation of the same work for different assessment components or curriculum requirements
- **Copying:** taking work from another student, with or without his/her knowledge, or giving your work to another student for copying purposes, for example: homework

- Misconduct during exam: wandering eyes on an exam, use of electronic devices to gain access to testing materials, communicating with another student, cheat sheets, failing to comply with the instructions of the invigilator or staff responsible for conducting the examination, theft of examination papers, etc.
- Use of the internet and technology in a manner that violates SM East, SMSD, and/or IB policies
- Fabrication of research and/or research data
- Use of AI beyond permissible limits
 - Academically dishonest uses of AI in IB (list partially created by Chat-GPT):
 - Pulling text directly from the AI output and putting it in your work without citation
 - Using AI to incorporate the work of others without citation
 - Paraphrasing chunks of AI-generated text without citation
 - Any inclusion of AI-created material without acknowledgement

Responsibilities of the School Community

It is the responsibility of the **student** to:

- Submit authentic work that is based on the student's individual and original ideas, with the work and ideas of others fully acknowledged
- Seek guidance for clarification when needed
- Use proper citations
- Work collaboratively only in appropriate situations
- Use technology in an appropriate manner
- Not engage in any form of academic dishonesty/malpractice

It is the responsibility of the **staff and school community** to:

- Teach students how to appropriately use the words and ideas of others.
- Maintain fairness, trust, and credibility in all opportunities for students.
- Integrate lessons that allow students to explore the use of Artificial Intelligence and learn the extent to which such technology should be used.
- Engage in activities and discussions that challenge students to have integrity and respect for others in all areas of their lives.
- Commit to creating and maintaining a culture of academic integrity.
- Structure assignments and tests to minimize opportunities for students to engage in malpractice
- Teachers will utilize plagiarism platforms and software to verify authenticity of work.
- Make students aware of the consequences of academic dishonesty.

It is the responsibility of the **International Baccalaureate Coordinator** to:

- Provide students and parents with IBO's publication "*Academic Integrity*" to all IB Staff Members. All staff members of the IB program will understand and comply with the publication.
- Ensure that all policies are applied fairly and consistently.
- Provide continued collaboration and communication with the IB Staff about the expectations of academic honesty. As technology changes, staff will adapt to said changes to adhere to expectations of academic honesty.

Investigating, Consequences, and Appeals

Process for investigating allegations of Academic Dishonesty: If a teacher has reason to believe that academic dishonesty has occurred, the following steps will be taken:

1. The teacher will report the suspected misconduct to the IB Coordinator and School Administration.
2. The team will investigate and review the allegations. All school policy and disciplinary actions will be followed.
3. Consequences for Academic Dishonesty may range from a zero on the work involved, to dismissal from the IB Program, depending on the severity of the infraction.
4. Subsequent infractions will be grounds for automatic dismissal from the IB Program.

Consequences of Academic Dishonesty/Malpractice

- Parent/family notification is made by teachers and administrator.
- No credit is given for graded work. If allowed, the work must be redone and resubmitted to the class teacher for continuation in the IB Program.
- Any work that has academic dishonesty or malpractice WILL NOT be submitted to IB. This includes Extended Essay, Theory of Knowledge Essays, Internal Exams, etc.
- If work is already submitted, the academic dishonesty/malpractice shall be reported to and investigated by the International Baccalaureate Organization with full cooperation by the SM East IB DP Program, administration, the teacher, and the student.

Appeals to Academic Dishonesty/Malpractice:

- Students may make an appeal to the building Principal regarding academic dishonesty and student discipline.
- Building principal will investigate the initial claim and appeal with the support of the initial review team.
- Appeals will be handled in accordance with SM School Board Policy and SM East Policy.

IB Diploma Assessments:

In addition to the aforementioned items, if malpractice is confirmed, the work will not be submitted to the IBO, which will result in the student not being awarded an IB Diploma or Certificate. If malpractice is suspected, but not confirmed by the Coordinator or Review Team, the coordinator is required to report the incident to the IBO. The incident will be reviewed by a final award committee at the IBO.

"The IB will act upon all reports of alleged student academic misconduct and school maladministration, regardless of when they reach the organization during the assessment cycle. Once the report or allegation is received, the IB will initiate a thorough, fair, and transparent investigation to collect evidence needed to reach an impartial and proportionate outcome, following long-established precedents. IB World Schools, through the head of school or programme coordinator, are expected to fully support the IB in any investigation, both student and staff related." (IBO, 2025)

**I have received and read the document entitled SM East IB DP Academic Honesty Policy.
I understand this policy and I agree to abide by the requirements therein.**

Student's Name (printed):_____

Student's Signature:_____

Date:_____

Parent's Name (printed):_____

Parent's Signature:_____

Date:_____

IB Coordinator's Name (printed):_____

IB Coordinator's Signature:_____

Date:_____

IB Team Review (As of September 12, 2025):

Robert Bickers

Stephanie Valencia

Leigh Rysko

Elizabeth Landry (Coordinator)

Kristoffer Barikmo (Associate Principal)

SMSD Board Policy and Discipline Matrix approved July 2025

SME Student Conduct Policy Reviewed by Building Leadership Team September 2025