Pensacola High School
International Baccalaureate Diploma Program
Academic Honesty and Integrity Policy

Philosophy

The mission of the International Baccalaureate Program at Pensacola High School is to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. In addition, the IB learner profile is the foundation on which our program rests. Our goal is to foster these characteristics within our students so they can be lifelong learners and productive citizens of the world. We believe our students should interact with others with a strong foundation of civility and integrity.

Purpose of the Academic Honesty and Integrity Policy

The purpose of this policy is to establish and communicate the expectations of academic honesty and integrity for our students and community. Integrity is a crucial characteristic for students to learn throughout their educational experience and also to understand the importance of academic honesty. In addition, this policy is intended to promote fairness and equal opportunity for students to learn and seek credit exclusively for their own work. Furthermore, this policy will help the faculty, parents and IB community members understand the principles of academic honesty and the repercussions of academic dishonesty. Collaboratively, all of us have a role and responsibility to educate students to prevent all forms of scholastic misconduct and to protect the integrity of the IB Program.

Definitions

The purpose of defining forms of academic dishonesty is to ensure the students, parents, teachers, and faculty are aware of the various infractions and are familiar with the concepts that can be construed as infractions. **Some examples are listed below but are not limited to the following instances:**

Plagiarism-to take ideas from another and to pass them off as one's own; to misrepresent one's work. Defined by Oxford as presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

- Submitting a graded assignment such as an examination, homework, paper, or other project (lab report, any assignment with the expectation of originality) that was completed entirely or partially by someone else.
- Students must use quotation marks when using another author's exact words. Even short phrases must be cited.
- Non-quoted paraphrased ideas and statements must also be cited. ANYTHING published, copyrighted, found on the internet all require citation.
- Unintended plagiarism is just as serious as intended plagiarism so please be careful. When in doubt,

provide a citation.

Cheating- to approach a task (examination, writing assignment, homework assignment, or project) dishonestly for one's own gain or the gain of another.

- Duplicating answers from another student's work (exam, paper, homework) with or without the student's consent, or the teacher's consent.
- Using unauthorized materials or devices (including notes, textbook, universal translator, cell phone, calculator, smart watches, google classes, or any other electronic device) during an assignment or examination without permission.
- Obtaining and/or reading a copy of an examination before the test is given without permission from the teacher.
- Communicating and collaborating with other students or third party without permission of the teacher on assignments (exam, paper, homework assignment, lab work or other project) without explicit authorization from the teacher.
- Internal assessments are a crucial component of the diploma program and must be one's original work. Students should discuss any questions or concerns with the teacher regarding these important assignments. Students who are found guilty of malpractice by IBO (IB headquarters) will automatically be removed from the program and will not be eligible to receive the IB diploma per IB regulations.

Collusion- assisting another student to be dishonest

- Doing any work for another student.
- Allowing another student to copy from one's work.
- Assisting another student if not authorized by the teacher.
- Discussing, sharing, and divulging in any way the assessment contents with students who have yet to be assessed.
- Using technology to assist other students is prohibited unless authorized by the teacher.

Fabrication- the falsification of data

- Fabrication of data such as inventing or falsifying data of any project (lab, CAS project, etc). • Fabrication of a citation such as inventing a fraudulent citation for a research paper or other project. • Altering any graded work and resubmitting it to the teacher in order to claim an error in grading.

Duplication of work-

- Students are not allowed to submit a paper or project for more than one course without the permission from all of the teachers. Students are expected to produce original work for each course and should not have identical or similar papers for two different classes unless all teachers give permission.

Sabotage-

- Acting to prevent others from completing work or willfully disrupting the academic work or progress of others.

Forgery-

- Altering of a score, grade, or official academic record.

Prevention

The goal at Pensacola High School's IB program is to be proactive and prevent academic dishonesty. The preventative measures include but are not limited to the following categories of responsibilities.

Starting in the 2021-2022 school year, the following procedures and protocol will occur in all of the FL Pre-IB and IB classrooms during testing to safeguard the academic honesty of the program:

1. All students will place cell phones in designated area and they will not be retrieved until permitted
2. All smart watches will be placed in book bags
3. All desks will be cleared except for pencils/pens (calculators allowed when approved by teacher)
4. All book bags will be placed in specified designated location
5. Scrap paper and formula sheets must be clean and provided by the teacher
6. Make-up tests and quizzes may be modified per teacher decision

Student Responsibilities

- Read the Academic Honesty and Integrity Policy.
- Sign your name on the last page indicating you understand the policy and consequences of academic dishonesty.
- Develop helpful study skills to ensure you can be successful in the program.
- Organize your assignments using a planner to stay on track and avoid procrastination. • Learn proper ways of citations and give credit to authors when referencing their ideas. • Ask the teacher questions if you need clarification on an assignment. The student is responsible for all missed work; students should not hesitate to ask the teacher for additional clarification. • Work on assignments with other students ONLY if teacher gives permission.
- Attend tutoring before or after school if you are struggling. There is no shame is getting tutoring, there is shame in cheating!
- Submit your own original work.
- Keep your eyes on your own paper during exams, quizzes, etc. and cover your work to prevent cheating from occurring.
- Discuss with a teacher, IB Counselor, or IB Coordinator when feeling overwhelmed to discuss ways to manage time more effectively and reduce stress. Feeling overwhelmed often leads to cheating. • Avoid missing school intentionally on test days or when assignments are due in order to have an unfair advantage.

- Report any academic dishonesty to the teacher, dean, or anonymous misconduct form located on the PHS IB website under policy to foster a school climate of integrity. Confidentiality will be preserved for students who report misconduct.
- Abide by the Academic Honesty and Integrity Policy.

Parent/Guardian Responsibilities

- Read the Academic Honesty and Integrity Policy.
- Sign your name on the last page indicating you understand the policy and consequences of academic dishonesty.
- Reinforce the importance of academic honesty and integrity to your student.
- Reinforce the importance of fostering a school climate of integrity.
- Help your student find tutoring when needed.
- Encourage your student to have a quiet, uninterrupted time to complete assignments and study for tests. • Foster healthy study habits at home.
- Not allow your child to miss school intentionally on test days or when assignments are due in order to have an unfair advantage.

Teacher Responsibilities

- Review each year with your classes the Academic Honesty and Integrity Policy.
- Teacher will give students the ability to review their originality report on Turnitin.com prior to final submission of paper pending the requirement of the assignment. For example, if the assignment does not require research or citations, there would not be a need for students to use Turnitin.com. • Explain the best way for students to report academic misconduct for your class.
- Use the PHS IB calendar system to document all tests/quizzes, projects, and papers to ensure the workload is evenly distributed throughout the school year.
- Specify when students can and cannot work on assignments together.
- Educate students on effective ways to be successful in your class such as study skills, writing, and research.
- Create an environment where students can talk directly to you if they are struggling in your class. • Guide students on expectations and how to make appropriate citations for your subject area. • Monitor testing environments carefully to prevent student cheating.
- Authenticate that all work submitted to IBO is student's own work to the best of your ability. • Give a zero and report the infraction to the parent and IB Coordinator. Teacher can either contact the parent by phone and/or request a meeting.

• Make-up tests and quizzes must be monitored by a faculty member.

IB Coordinator Responsibilities

• Educate students and parents about the Academic Honesty and Integrity Policy by providing the policy and reviewing during IB freshman information night and IB 101.
• Ensure that the most updated policy is on the PHS IB website.
• Review Academic Honesty and Integrity Policy at the beginning of each year with IB faculty and revise if needed.
• Contact the parent if a student is guilty of academic misconduct to discuss consequences. • Facilitate the investigation of academic misconduct and have committee meeting when needed. • Inform faculty of any academic misconduct infractions during IB weekly meetings. • Plan and monitor IB exams.
• Report academic dishonesty to IBO.

Consequences

The PHS IB program expects students to adhere to the academic honesty policy, approach the educational process with integrity, and seek credit for only their work. Students are bound by the honor code to behave with academic honesty to avoid cheating of any kind. The consequences written below for academic dishonesty are to help students learn from their mistakes and prevent further misconduct from occurring. **1st offense**

1. The teacher will conference with the student to determine the cause of the misconduct and contact the parent and IB Coordinator so that the Coordinator can make the other teachers aware. 2. The teacher will write a referral. The PHS dean's office will notify the IB Coordinator. 3. If this is the student's first offense, he/she will receive a zero for the work in question. 4. The PHS Dean's Office will meet with the student and decide if further action is necessary. 5. A letter will be sent home that must be signed and returned. This letter will be kept on file until graduation. The student's name will also be placed on an infraction list kept by the Coordinator. 6. Extreme first cases will be reviewed by the PHS Administration for possible dismissal. Students will be dismissed if the infraction is deemed to harm the integrity of the entire program. (One example: **Academic misconduct on an internal assessment can result in removal from the IB program**.)

2nd offense

1. The teacher will conference with the student to determine the cause of the misconduct and contact the parent. The teacher will also conference with the IB Coordinator about relevant information concerning

the incident.

2. The teacher will write a referral. The PHS dean's office will notify the IB Coordinator.
3. Student will receive a zero for the work in question.
4. The dean's office will meet with the student to discuss infraction and contact the parent. PHS Administration will meet regarding dismissal.
5. A letter will be sent home to be signed and returned. This letter will be kept on file until graduation.
6. The student will be removed from the IB program due to the second infraction

   -PHS Administration could review the infraction to determine if a reversal decision is possible. However, this is very unlikely due to the program standards.

IBO explicitly states that students (candidates) are responsible for doing honest work. If a student is found guilty of malpractice on IB assessments, the student will not receive their IB diploma. "The candidates are responsible for ensuring that the final version of any work is authentic. Candidates themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or a careless act. The same principle applies for collusion" as written in the Handbook of Procedures for the Diploma Program from IBO.

Reference and Resources

Diploma Programme: From Principles into Practice, IBO, 2015

IBO General Regulations: Diploma Program, IBO, 2014

Learning: Ensuring Effective Education, IBO, 2020

Academic Integrity, IBO, 2019

Academic Honesty in the IB Educational Context, IBO, 2014

Vanguard High School Academic Honesty and Integrity Policy, Marion County Public Schools

South Fork High School Academic Honesty and Integrity Policy, Martin County Public Schools

Academic Honesty and Integrity Policy Review Statement

This policy will be reviewed every three (3) years to ensure it remains current, effective, and aligned with the school's mission and both school district and International Baccalaureate standards.The review process will be conducted by a committee comprised of the IB Coordinator, the Head of School or an Administrator designated by the Head of School, the IB Counselor and Faculty representatives from each of the IB subject area groups. This collaborative review ensures that multiple perspectives are considered, including academic standards, student support services, and subject-specific requirements. The review committee will assess the policy's

effectiveness, identify areas for improvement, and recommend revisions as necessary to maintain best practices for our students.The next scheduled review will take place in 2028-2029, with subsequent reviews occurring every three years thereafter. Additional reviews may be conducted as needed in response to significant changes in school operations, IB requirements, or educational standards.

Parent/Student Signature Agreement

We acknowledge that we have received, read, and understand the Academic Honesty and Integrity Policy. We understand that by signing below we accept this policy and will adhere to the terms herein. If we have any questions, you can contact the IB office at (850) 595-1500 ext 244 for clarification.

PRINT STUDENT NAME: _____

STUDENT SIGNATURE:_____ DATE:_____

PARENT/GUARDIAN SIGNATURE:_____ DATE:_____