

# LHS Honors and IB Diploma Program Academic Integrity Policy

## Philosophy

Academic honesty is a fundamental value within the Lincoln High IB and 9<sup>th</sup> and 10<sup>th</sup> grade honors program. We believe that a critical component of the honors program at Lincoln High is to foster an environment where students are creative, principled, and independent learners who understand that, at its core, being an academically honest person is about making knowledge, understanding, and thinking completely transparent.

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## Definitions

### What is Academic Integrity?

- The LHS Honors and IB Program defines academic integrity as honest, responsible, and principled scholarship. It is the commitment on the part of an individual to “act with honesty, with a strong sense of fairness, justness, and respect for the dignity of the individual, groups, and communities.” Students with academic integrity “take responsibility for their own actions and the consequences that accompany them” (IB Learner Profile, 2008).

### What is malpractice?

- Within the context of the LHS Honors and IB program, the term malpractice refers to a violation of academic integrity. It is behavior (whether deliberate or inadvertent) resulting in, or may result in, any student gaining an unfair advantage in any element of a student's work submitted for a grade, score, or feedback. According to the International Baccalaureate Organization (IBO), there are four main categories of malpractice. These categories consist of **Plagiarism, Collusion, Duplication of Work, and Unfair Advantage**.

The LHS Honors and IB program defines these terms as follows:

- Plagiarism** - defined as the representation, intentionally or unwittingly, of ideas, words, or work of another person without proper, clear and explicit acknowledgment.
  - As explained by the Modern Languages Association (MLA), plagiarism involves two violations of integrity – intellectual theft and fraud where one attempts to deceive others in order to gain something of value.
  - The issue of plagiarism is not confined to subjects in groups 1 to 5 of the Diploma Program. Copying works of art, whether music, film, dance, theatre arts or visual arts, without proper acknowledgment, also constitutes plagiarism.
- Collusion** - defined as supporting malpractice by another student. For example, if one student allows their work to be copied and submitted for a grade, score, or feedback by another student.
- Duplication of work** - the presentation of the same work for different assessment components or classes. In other words, a student seeking to submit the work completed in one class for the work to be completed in another without the express permission of the instructor receiving the students work.
- Unfair Advantage** - includes any behavior gaining an unfair advantage for a student or would affect the results of another student. *(These definitions have been adapted from IB General Regulations).*

**The following are additional examples of malpractice. It should not be viewed as an all-inclusive list.**

- To paraphrase by putting into your own words a written statement by someone else without citing the source.
- To let your friend who has asked for help with a math problem to copy your work in order to help them
- To look at someone else's answers during a quiz or test or to allow someone to look at your answers.
- To give a speech in Oral Com and give the same speech as a presentation in history class without prior permission from the history teacher
- To present an argument made in a newspaper editorial and present it as if you came up with it on your own
- To use unauthorized notes, handouts, or other materials during any formative or summative assessment
- To fabricate, falsify, or alter records or data in an experiment, survey, CAS project, or other similar creation
- To ignore incorrect answers when students assist in assessing each others' work
- Exhibiting disruptive behavior during an exam or assessment.
- The sharing of information about the content of a quiz, exam, or other similar assessment
- Stealing, copying, or photographing exam, quiz, or other assessment materials
- Using an unauthorized electronic device such as a calculator, phone, computer or other similar device to complete an assessment related activity
- Altering a graded examination, paper, homework assignment, or other project and resubmitting it to the teacher in order to claim an error in grading
- Any use of translation software, such as Google Translate, to translate any words and/or thoughts into another language, i.e. a phrase or an entire sentence.

## **Responsibilities of Students, Parents, Teachers, and Administration**

### **Student Responsibilities**

- Read and sign the Academic Honesty and Integrity Policy.
- Understand academic misconduct and malpractice can occur intentionally or unintentionally and intent does not absolve one from the consequences of malpractice which may include dismissal from the IB program and/or the inability to earn an IB Diploma.
- Work to learn academic writing, research, and citation skills.
- Unless specifically given permission to collaborate, students pledge that all submitted work will be their own authentic work.
- Understand that responsible students ensure that the final version of any work submitted for a grade, score, or feedback is authentically their own work and the work or ideas of others is fully and correctly acknowledged.
- Understand the definitions of what is considered academic malpractice.
- Seek clarification and/or guidance when one is unsure regarding the use of referencing and citations or if the potential exists of using the work of others.
- Use time management strategies and other skills to avoid procrastination which is often at the root of student malpractice.
- Comply with all internal school deadlines.

### **Parent Responsibilities**

- Read and sign the Academic Integrity Policy.
- Discuss the importance of academic honesty with their student.
- Encourage their student to practice academic honesty.
- Provide guidance towards good time management.

### **Teacher Responsibilities**

- Work to strengthen the role academic honesty plays, not just in their classroom, but in the IB program as a whole.
- Begin each semester by reviewing the Academic Integrity Policy within each class.
- Demonstrate and model academic honesty in all presentations and projects.
- Work to create various forms of assessment requiring students to provide proof, evidence, examples, or elaboration supporting their answers rather than merely a simple answer.
- Provide students with explicit instruction on academic writing and the use, and application, of various forms of citation and referencing, informing students when formal citation is expected.
- Confirm, to the best of his or her knowledge, that all work submitted for a score, grade, or feedback is the authentic work of each student.
- Instruct students in the use of Turnitin.com and reference originality reports to detect plagiarism.
- Provide guidance to students on study skills, academic writing, research, and acknowledging sources.
- Provide guidance on the distinction between legitimate collaboration and unacceptable collusion.
- Purposefully monitor testing environments.
- Report and record acts of academic dishonesty through a discipline referral to the IB Coordinator.

### **LHS Diploma Coordinator Responsibilities**

- Develop and promote an academic integrity policy, sharing it with students and parents through all facets of the program.
  - Ensure all students, parents, and teachers understand what constitutes academic integrity and malpractice by providing verbal and printed instruction, including additional resources when needed.
  - Provide staff development and guidance on academic writing and referencing to all program teachers.
  - Create an Academic Honesty Committee and facilitate meetings as needed.
  - Plan and monitor all IB Exam testing sessions.
  - Inform the IBO when they suspect or become aware a student or students have submitted work to the IB for assessment that violates this Academic Integrity Policy.
  - Conduct an Investigation and report the findings to the IB.
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## **Consequences**

### **What happens if a student becomes involved in a case of academic malpractice within a class?**

Every violation of academic integrity will result in the following:

1. A grade of zero will be given until the activity is completed to the satisfaction of the teacher and/or IB Coordinator.
2. A meeting between the IB Coordinator and the student and parent/guardian.
3. Required participation in an Academic Honesty Class (AHC) held outside of the normal school day. Note: If the scheduling of an Academic Honesty Class conflicts with a student activity or athletic event, the student will be required to attend the AHC rather than participating in the activity or event.
4. A notation will be made in the student's disciplinary record.

In addition to the above, a second violation or subsequent violations may include any or all of the following:

1. A hearing before the Lincoln High Academic Integrity Committee.
2. Suspension and or referral to LPS Student Services.
3. Removal from class at the conclusion of the semester in which the academic misconduct occurred. (Students will be allowed to complete the remaining part of the semester.)
4. A loss of eligibility to continue participating in the Pre-IB or IB Diploma Program.

### **What happens if a student is involved in Academic Malpractice within an official IBO internal or externally assessed exam or exam-related component?**

- The Diploma Coordinator will immediately notify the International Baccalaureate Organization (IBO) of the suspected academic malpractice.
  - If requested by the IBO, the Diploma Coordinator will conduct an investigation whereby:
    - the candidate will be shown the evidence and be invited to present an explanation or defense.
    - statements from the candidate, the teacher for the subject concerned (or supervisor in the case of an extended essay or CAS project), and the Diploma Coordinator will be collected
    - a summary of an interview, with the candidate regarding the allegation of plagiarism will be written if such an interview is conducted.
  - All information will be forwarded to the IBO where, upon review, a decision is rendered on whether or not the student committed malpractice
  - If a student is found guilty of malpractice by the IBO, a grade of "N" or "No Grade in the subject or Diploma requirement will be given. In the case of a Diploma Program candidate, the consequence of an "N" results in no Diploma being awarded to the candidate. However, other Diploma Program course results may still be awarded for other subjects where no malpractice has occurred
  - An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice becomes subsequently established
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Please keep this Academic Integrity Policy and refer to it regularly

**2017-2018**  
**LHS Honors and IB Diploma Program Academic Integrity Policy**  
**Student and Parent Acknowledgement Form**

Students: please sign, date, and return this page to the teacher who gave it to you within three days of receipt

I, (print name) \_\_\_\_\_, have read, understand and agree to abide by the LHS Honors and IB Academic Integrity Policy. Furthermore, I understand that a breach of these ethical expectations in any form, will place my future as an IB or Honors student in jeopardy and may be cause for my removal from any or all Honors or IB coursework.

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

I, (print name) \_\_\_\_\_, have read and understand the LHS Academic Integrity Policy and agree to the Parent Responsibilities. Furthermore, I am aware of the possible consequences in the event my student commits an act of academic malpractice as described above.

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Guardian