



# Southwest High School

## Academic Honesty Policy

*"Southwest facilitates opportunities for young people to become principled, open-minded, caring members of society."*

Students leave Southwest High School with the expectation that their contributions to the world matter. As our graduates expect to have their academic prowess, artistic creativity and intellectual property respected, Southwest teachers and students will in turn celebrate and respect the contributions of others.

### Academic Honesty

Students at Southwest High School demonstrate academic honesty by producing work representative of his/her own efforts and abilities. Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment (International Baccalaureate Diploma Programme Academic Honesty 1.1). This means that students demonstrate proper conduct in relation to producing work and taking exams, promoting their learning through inquiry, and taking pride in and celebrating their authentic work.<sup>1</sup>

### Examples:

- Submission of authentic work based on the student's individual and original ideas.
- Respecting the intellectual property of others with proper citations, including other people's ideas, words, graphs, diagrams, charts, and pictures, photographs, works of music, art, music and/or literature.
- Acknowledging all used sources. It is acceptable to include words, ideas, data, diagrams, tables, graphs, film clips and pictures from books and online sources in assignments. Students must always credit where they have got the information used, both in the body of the written work and on the Works Cited page at the end, using the MLA referencing format consistently and accurately.
- Honoring and respecting the intellectual property of others as we expect to have our own achievements and contributions honored.

### Academic Malpractice

#### **Important Definitions**

**Malpractice** includes behavior that results in, or may result in, the candidate/student or any other candidate/student gaining an unfair advantage in one or more assessment components. Malpractice includes plagiarism, collusion, and/or duplication of work.

**Plagiarism** is the representation of the ideas or work of another person as the candidate's/student's own.

**Collusion** is defined as supporting malpractice by another candidate/student, such as allowing one's work to be copied or submitted for assessment by another.

**Duplication of work** is the presentation of the same work for different assessment components and/or diploma requirements.

(Source: International Baccalaureate (IB) Diploma Programme Academic Honesty 2.1)

## Consequences

Individual infractions of academic honesty is not acceptable; therefore appropriate consequences will be imposed with the intent that the student will learn from his/her mistakes and not exhibit dishonest behavior in the future. Infractions of academic honesty are cumulative during the student's attendance at Southwest High School. *Repeated and infractions across multiple classes may be treated at a higher level.* Consequences include any of the following:

1. Initial steps for the first infraction include the:
  - i. Teacher will meet with the student to understand the situation and counsel the student as necessary.
  - ii. Teacher will inform the MYP/CP/DP coordinator, as appropriate, given the grade level of the student.
  - iii. The appropriate coordinator will document and file the first infraction and inform the appropriate Administrator.
  - iv. Teacher informs the parent/guardian(s) of the situation.
  - v. Student redoes a different version of the assignment/assessment before or after school within 5 school days of the date the assignment/assessment was returned. Refusal to complete the assignment/assessment within the stated timeframe will result in a "0" in the grade book.
  
2. Initial steps for the second infraction include the:
  - i. Teacher will complete the *Teacher Report* of the Student Engagement referral.
  - ii. Student will complete the *Student Reflection* section of the Student Engagement referral.
  - iii. Teacher will submit a Student Engagement Referral to the appropriate Administrator.
  - iv. Assistant Principal will notify parent/guardian in a timely manner.
  - v. Teacher will assign a zero for the work in question.
  - vi. Administrator will notify the appropriate counselor and coordinator.
  - vii. Administrator will document the Student Engagement Referral in Discovery.
  
3. Third infraction will include the:
  - i. Administrator will schedule and conduct a conference with the student, parent/guardian, teacher, and other staff as deemed appropriate.
  - ii. Administrator will notify the appropriate counselor and coordinator of the infraction.
  - iii. Administrator will document the infraction in Discovery.
  
4. Further infractions may include one or more of the following:
  - i. Removal from the National Honor Society (NHS), if applicable.
  - ii. A failing grade in the course where the infractions occurred.
  - iii. Suspension from extra-curricular activities, including sports.
  - iv. Ineligibility from participation in IB and/or AP end-of-course exams.
  - v. Reporting of academic misconduct to the appropriate college or university, if applicable.
  - vi. Other appropriate consequences as determined by the administrator.
  
5. Malpractice for Diploma Programme candidates as defined by the International Baccalaureate Organization (IBO, 2007) shall be reported to and investigated by International Baccalaureate

with cooperation by school administration, the IB CP and/or DP coordinator(s), and the teacher(s) and student(s) involved.

### Appeal Process

An Appeals Committee will be formed which will include administrator(s), counselor(s), teacher(s), parent(s), and students(s). The appeals committee will meet as needed to consider a student's request to appeal an academic honesty infraction.

If a student disagrees with the stated academic dishonesty infraction the following process should be followed:

1. The student should complete an Appeal Form and turn it into his/her Administrator.
2. The Administrator will review the form to determine the next steps which may include:
  - a. a meeting with the student, teacher, and parent/guardian(s) to resolve the situation, or if this situation was not able to be resolved;
  - b. a meeting with the Appeals Committee where the student will present his/her case to the appeals committee.
  - c. A decision will be made by the Appeals Committee to either uphold the infraction and consequences given or to lift the infraction from the student's record.
3. The Appeals Committee will write a summary report of their decision which will be given to the student, teacher, IB MYP, CP or DP coordinator, and Administrator.
4. If necessary, IB CP or DP coordinator will file a report to the International Baccalaureate Organization.

### Responsibilities

Southwest believes that promoting academic honesty is the responsibility of the entire school community. Commitment on the part of the school community will facilitate a healthy respect among students for the value of academic honesty. In such an environment, students will know that teachers, administrators, and parents/guardians will hold them accountable for any act of academic misconduct

<b>Roles and Responsibilities</b>	
<b>Student</b>	<ul style="list-style-type: none"> <li>➤ Ensure all work is authentic</li> <li>➤ Work and ideas of others are properly acknowledged</li> <li>➤ Recognize that honor is more important than grades</li> </ul>
<b>Parent</b>	<ul style="list-style-type: none"> <li>➤ Encourage planning and completion of assignments</li> <li>➤ Let your son or daughter do their own work</li> <li>➤ Communicate with the teacher and school to gain understanding of expectations</li> <li>➤ Encourage your son or daughter to seek advice from their teacher if they are having difficulty</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>➤ Model and provide instruction on how to properly acknowledge the work and ideas of others.</li> <li>➤ Explain what constitutes academic misconduct in their classroom</li> <li>➤ Warn students of the consequences of academic misconduct</li> <li>➤ Confirm that student work is authentic to the best of their knowledge</li> <li>➤ Act on and support the school's Academic Honesty policy</li> </ul>

<b>Counselor</b>	<ul style="list-style-type: none"> <li>➤ Know what constitutes academic malpractice according to the IBO</li> <li>➤ Act on and support the school's Academic Honesty policy</li> <li>➤ Report academic misconduct to the appropriate college and/or university, if applicable</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>➤ Know what constitutes academic malpractice according to the IBO</li> <li>➤ Provide resources and time for professional development on items related to the Academic Honesty policy</li> <li>➤ fully support the IB in the prevention, detection, and investigation of malpractice in the Career-related and Diploma Programme</li> <li>➤ Act on and support the school's Academic Honesty policy</li> </ul>
<b>Appeals Committee</b>	<ul style="list-style-type: none"> <li>➤ Know what constitutes academic malpractice according to the IBO</li> <li>➤ Schedule an Appeals Meeting in collaboration with the student's Administrator who received the Appeal form</li> <li>➤ Hold the Appeals Meeting</li> <li>➤ Make a decision based on the information provided by the student at the meeting</li> <li>➤ Write a summary report of the decision with a rationale as to why the decision was made</li> <li>➤ Provide a copy of the summary report to the student, teacher, IB MYP/CP/DP Coordinator, and the student's Administrator</li> </ul>

### **Communication**

This policy shall be available to students, parents, and staff on a school district maintained website. A version of this policy will be in the student handbook and a signature confirming each student has read and understands the academic policy will be completed and collected on an annual basis. Other modes of communication will include instruction provided by teachers regarding the policy, link crew will introduce the policy to all incoming 9<sup>th</sup> grade students, and IB MYP, CP and DP coordinators will provide students/parents/guardians information at all relevant meetings.

### **Policy Review**

This policy will be reviewed by the IB committee on an annual basis for possible revision and to increase opportunities for general awareness and ownership.

### **Bibliography**

1. Bloomfield Hills Schools, MYP Academic Honesty Policy, December 2014.
2. International Baccalaureate Organization (IBO). 2009; revised in 2011. *Academic Honesty*. <http://www.ibo.org>
3. International Baccalaureate Organization (IBO). 2014 *Academic Honesty in the IB Educational Context*. <http://www.ibo.org>