

B1.5e 2nd Revision of: Develop an academic honesty policy consistent with IB expectations

Kennewick High School (000781) Academic Honesty Policy

Revised 2015

As a school, we believe that students need to be taught about academic honesty as it applies to all levels of their work. Students need to see consistent application of academic honesty expectations in all classes and at all levels – from formative assessments in the classroom to state or IB exams.

Our Kennewick High IB teachers discussed and gave input on the Academic Honesty policy several years ago. This year, our Administrative Team discussed the “KeHS Code of Conduct for Academic Honesty.” Our curricular departments discussed and gave input on the policy. Our site governing body (Faculty Council) which is comprised of one member from every department, two students, two parents and administrators discussed the code of conduct, gave input, and approved the document for distribution school-wide. The distribution of the revised code of conduct will be: in classrooms, in the library, in the counseling offices, on our website, and at parent meetings. This document will be revised and reposted as needed.

Previously, our IB teachers also reviewed various forms of academic honesty contracts for students to sign. We agreed on one to be used with IB students in the 11th and 12th grade. They sign this in the fall prior to test registration (students testing in an IB subject and, if not, in their English class.) For students in 9th and 10th grade, they sign the same contract in English class in 9th and again in 10th grade; this will be effective for all classes.

Monitoring of student work is primarily done by teachers in the classrooms. Teachers regularly bring suspected work to the DP Coordinator and/or the administrator in charge of discipline in such instances. When this happens, an investigation is conducted which may include an interview of students involved. For our state exams, cases involving copied work are reported to our district assessment coordinator; she contacts the administrators and teachers of the students involved for an investigation to be conducted and, if appropriate, consequences to be applied. Should misconduct happen during an IB exam, it would be reported to IB or, if found by IB, would be reported to the DP Coordinator.

Our librarians are a primary resource for support. Every year they present to all 9th grade English classes about academic honesty. They include details about research writing and proper citation. They also present similar but revised information to all 10th grade English classes. They present more detailed information about research and citation to the IB students working on the Extended Essay.

The newly published IB document “Effective Citing and Referencing” (August 2014) is another resource to support our expectations for academic honesty. The document will be posted on our Kennewick High web site for teachers and librarians to use to inform students as well as for students to access when needed. The document will be presented yearly at an IB Department meeting as well as to English, social studies and world language departments.

Our Kennewick High School Student Handbook is a print format with complete information for students regarding our school rules. Academic honesty is addressed in it under “Rules of Conduct” as follows:

Cheating or Plagiarism: A student shall not intentionally obtain test or assignment questions and/or answers and homework through fraudulent means and shall not plagiarize any published materials, whether in hard-copy or electronic/digital format. Plagiarism is defined as taking the ideas, passages, works, or writing of another person and representing these items as one’s own original work.

Conduct violations are subject to corrective action or punishment. Our school uses a progressive discipline structure, which means that corrective measures typically move through a series of graduated discipline steps. Serious or repeat offenses may result in discipline that sidesteps progressive discipline steps.

Order of subsequent documents:

- Kennewick High School Posted Code of Conduct for Academic Honesty (Revised, 2015)
- Kennewick High School Honor Code Contract (Revised, 2015)

Please contact Ashley Williams for clarification: ashley.williams@ksd.org 509-222-6092

Kennewick High School Posted Code of Conduct for Academic Honesty

Our Student Handbook states:

A student shall not intentionally obtain test or assignment questions and/or answers and homework through fraudulent means and shall not plagiarize any published materials, whether in hard-copy or electronic/digital format. Plagiarism is defined as taking the ideas, passages, works, or writing of another person and representing these items as one's own original work.

The academically honest student agrees to:

- ❑ Acknowledge help from parents, other students and friends
- ❑ Acknowledge the source of direct quotations
- ❑ Acknowledge information taken from books, digital media and the Internet
- ❑ Acknowledge reference materials in a bibliography
- ❑ Know what constitutes cheating and abides by the rules
- ❑ Follow all exam rules
- ❑ Contribute appropriately to cooperative learning groups as defined by the teacher

Students will receive instruction from the library, classroom teacher, or Assessment Coordinator in:

- ❑ Use of the library and Internet for research purposes
- ❑ Simple paraphrasing and adaptation of source material
- ❑ Acceptable methods for acknowledging information from a variety of sources
- ❑ Proper testing behavior before any high-stakes test: state End-of-Course, Collection of Evidence, Smarter Balanced or IB exams (no cell phones, no Internet, no copying, etc.)

Examples of academic dishonesty include, but are not limited, to:

- ❑ Copying of homework, IB Internal Assessment (labs, projects, etc.)
- ❑ Looking on another's test or quiz (classroom, state EOC, COE, SBAC, or IB exams)
- ❑ Letting another student look on a test or quiz (classroom, state EOC, COE, SBAC, or IB)
- ❑ Using other methods of giving or receiving answers to a test or quiz (phone, Internet, etc.)
- ❑ Taking information from a source without proper acknowledgement
- ❑ Working with others on an assignment or IA that was meant to be done by individuals

Consequences for academic dishonesty could include:

- ❑ A zero on the suspect assignment, project or test
- ❑ Requirement to re-do the suspect assignment, project or test
- ❑ A phone call or letter to parents
- ❑ Conference with parents and/or principal
- ❑ Extreme cases could include suspension, a note in a student's "log entries" in our grade reporting system, notification to IB that work or exams had be plagiarized or copied

Students may be asked to sign Honor Code contracts in their classes.

As stated in our Kennewick High School Student Handbook, if a student is found in violation of our cheating or plagiarism policy on classroom work or state or IB assessments, he/she is also subjected to the steps of progressive discipline in our building and subject to consequences by the corresponding entity for our state assessment or IB.

Revised 2015

Kennewick High School Honor Code Contract

Purpose of the Honor Code:

- To clarify what constitutes malpractice
- To ensure that everyone understands cheating hurts the entire community
- To create a guide for everyone to follow

Traits the Honor Code develops:

- Integrity
- Honesty
- Pride
- Perseverance
- Principles
- Honor for self, group, and community

Reasons malpractice is wrong:

- It allows someone to receive undeserved credit, grade point and other unfair advantages
- It misrepresents someone's abilities and content mastery
- It diminishes trust between teacher-student and student-student
- It diminishes the personal learning experience
- It compromises the student's, schools and IB Diploma Programme's reputations

Definitions of malpractice:

- Copying: Submitting someone else's work as one's own
- Plagiarism: Failing to properly cite sources of other's ideas
- Collusion: Helping another student commit malpractice
- Unfair advantage: Using or sharing unauthorized material on any exam or project
- Unauthorized collaboration

Responsibilities

Teachers shall:

- Explain and model proper citation in their subject
- Clarify authorized and unauthorized materials for classroom, state and IB exams/projects
- Discuss what constitutes malpractice in their subject
- Describe the exact conditions for collaborative work
- Communicate with coordinator regarding possible malpractice
- Read and be familiar with IB Academic Honesty Policy
- Identify and report any suspected malpractice to the DP Coordinator or administrator

Students shall:

- Avoid any act of malpractice or an act that could be construed as malpractice at all times
- Use correct citation methods at all times
- Ensure all work turned in is the student's own work
- Take an active role in promoting integrity among peers
- Distinguish between independent versus collaborative expectations
- Read and be familiar with IB Academic Honesty Policy.

The IB Diploma Programme Coordinator and building assessment coordinator shall:

- Maintain web links where students can easily access information on how to cite correctly
- Distribute information for conduct before state and IB testing
- Communicate expectations for testing to teachers and assist with any breaches of conduct

Consequences for Committing Malpractice:

- I. Unintentional (improper citation)
 - a. Student has one chance to resubmit. Teacher may assign penalty. Proper citation may be retaught.
 - b. If committed on an IB Internal Assessment, one chance to redo if before school's deadline; if too late, teacher and coordinator write summary for IB.
 - c. A second offense using improper citation becomes intentional malpractice.

- II. Intentional
 - a. First offense:
 - i. Student earns a zero on the assignment; and
 - ii. Parent notified; teacher consult with IB Coordinator; and
 - iii. Entry of violation may be logged in PowerSchool.
 - iv. Student or teacher can request IB Coordinator to review the incident.
 - b. Second offense:
 - i. Student earns a zero on the assignment; and
 - ii. Student required to meet with IB Coordinator; and
 - iii. Parent notified and required to meet/speak with IB Coordinator; and
 - iv. Entry of violation logged in PowerSchool
 - v. Student at risk of being removed from class/program.
 - c. Third offense:
 - i. Student removed from IB class/program at end of current semester.

- III. IB formal internal or external assessment
 - a. With the exception of item I. b. above, coordinator notifies the IB head office
 - b. An IB investigation begins with coordinator, teacher and student statements.
 - c. All parties are interviewed by an IB representative.
 - d. Formal decision made by IB committee may result in withdrawal of IB Diploma or Course and notification of student's prospective university.

Final Note:

The purpose of this document is to educate students, parents, and teachers about the importance of ethical behaviors with regard to academic honesty. These behaviors are the cornerstone of the IB Learner Profile and reflect the integrity we want to cultivate in our school community.

Please sign stating you acknowledge that the Honor Code is in effect at all times and that you understand its expectations and the consequences for Honor Code violations. By signing, you are also attesting that you have read or know where to access the IB Academic Honesty Policy. (It is/will be on our Kennewick High page: Academics: IB Program.)

Student Name (print): _____

Student Signature: _____ Date: _____

Parent Name (print): _____

Parent Signature: _____ Date: _____