

Haines City High School IB East

International Baccalaureate Diploma Programme



Academic Integrity Policy

Introduction

The Haines City International Baccalaureate East Diploma Program is a community of faculty, students, and staff engaged in the exchange of ideas contributing to intellectual growth and development. Essential to the mission of the academic community is a shared commitment to scholarly values, intellectual integrity, and respect for the ideas and work of others. At Haines City IB East, we share an assumption of academic integrity at all levels. Violations of academic integrity are a serious matter because they threaten the atmosphere of trust, fairness, and respect essential to learning and the dissemination of knowledge.

In situations involving suspected violations of academic integrity, procedures and sanctions established for the Honor Council (see below) shall be followed. Students are expected to be aware of and to abide by both the School's and the Program's Academic Integrity Policy. Additionally, faculty members are urged to review course policies regarding academic integrity with their classes. As an IB World School, Haines City IB East must also adhere to the *General Regulations* set forth by the International Baccalaureate Organization.

Violations of Academic Integrity

Both International Baccalaureate and Haines City IB East consider violations of the Academic Integrity policy as a serious matter. If the Academic Integrity Honor Council finds that a student has breached the Integrity Policy, the student will no longer be in "good standing" in the program. A severe breach in the Integrity Policy may result in exit from the Diploma Program.

Violations of academic integrity can take many forms, but all share the characteristic of gaining for the violator an unfair advantage over other students in their classes. Violations include but are not limited to the following categories:

Plagiarism, which is appropriating and representing as one's own someone else's words, ideas, research, images, music, video, or other work. This includes using papers or parts of papers that are purchased or that are written without compensation for a student by someone else. Copying or using material from public sources without proper citation, including material from the Internet, is also plagiarism even if the material appears authorless.

Duplicating one's own work, which includes submitting the same homework, paper, lab or other work, or parts thereof, for credit in more than one course or multiple times in the same course without the prior permission of the instructors for all of the courses.

Misrepresenting circumstances such as one's attendance or tardiness in class or at events required of students enrolled in a course (e.g., viewing films, attending concerts, or visiting museums), medical or family emergencies or other personal contingencies in order to delay a scheduled exam or to get extra time on an assignment, pretending to have a disability you do not have (or exaggerating one you do have) in order to gain an unwarranted advantage unavailable to other students, or modifying graded material and then resubmitting it to "correct the error in grading."

Unauthorized collaboration with other students on course work, which includes working together on projects designed to be independent work, copying another student's work, and seeking or providing inappropriate oral or written assistance that would give the recipient an advantage over other students in an exam, quiz, or other course exercise.

Collusion which includes supporting malpractice by another student, as in allowing your work to be copied or submitted for assessment (online or in person) by another candidate or vice versa or assisting another student in any other commission of academic dishonesty, for example by allowing a student to copy your work.

Cheating on examinations, which includes the unauthorized use of notes, books, electronic devices (including smart watches), crib sheets, body art, or verbal or non-verbal communication to receive or give answers; giving or receiving help from another person on a take-home exam; acquiring a test or removing it from a room when not permitted; or deliberately missing a class period to avoid an assignment or test.

Violation of honesty in research, which includes falsifying or inventing sources such as written reference works, interviews, SRC/IRB approval, "dry-labbing" (making up data or changing data), results or evidence; and hiding, destroying, or refusing to return sources in order to prevent others from using them.

Forging, falsifying, or misappropriating information or documents, including but not limited to signatures of faculty, parents, and professionals, documentation of an illness or emergency, or passes from other teachers or faculty.

Response to Suspected Violations of Academic Integrity

1. If a faculty member has reason to suspect violations of academic integrity, the following actions are taken:
 - A. On work that contributes to an IB score, whether an *Internal Assessment* or an *External Assessment* in which the student has already signed the coversheet or the work has already been submitted to IB, the matter will be immediately referred to the IB Coordinator, who will follow the steps referenced in Articles 20-25 of *General Regulations: Diploma Programme (2014)* and any specific procedures set forth in section A8 (Academic Honesty) in *the Handbook of Procedures for the Diploma Programme*, published yearly by the IBO.
 - B. For all other work, the faculty member may consult with the Honor Council Advisor

and/or the IB Coordinator regarding his or her suspicion of a violation prior to student and parent contact.

- C. The faculty member meets with the student as a part of the process of determining if a violation of academic integrity has occurred. This meeting may at the faculty member's discretion include the Honor Council Advisor or IB Coordinator. If the student is not available on campus because the semester has ended or for other reasons, the faculty member determines responsibility based on the available evidence.
 - D. The faculty member notifies the student and parent that a violation of the academic integrity policy has occurred and that the student will be referred to the Honor Council and may receive a 0 on the assignment in question.
 - E. If the faculty member determines that a violation of academic integrity has occurred, s/he is **required** to submit to the Honor Council Advisor and the IB Coordinator an *Academic Integrity Incident Report*, including reasonable documentation of the violation. (In this regard, faculty should recognize that the primary responsibility of the school is to educate students and also to treat breaches of Academic Honesty as learning opportunities.)
 - F. The goal of Haines City IB East Honor Council is to encourage honesty and character among students and to allow due process for students who violate the code and to advocate for restorative justice. The Honor Council Advisor will inform the student and parent of the date and time of a hearing (which may be negotiated) before the Academic Honor Council. The Council will formally explain the violation committed, ask questions to clarify actions, and offer suggestions to prevent future violations. Parents are invited to attend. Failure to attend one's hearing or failure to give notice of a scheduling conflict will be result in the issuance of a first offense. Following the hearing, the Honor Council will make a recommendation to the Honor Council Advisor and IB Coordinator regarding disciplinary actions based on the progressive discipline chart, the severity of the offense, and the previous history of offenses (see attached).
 - G. The Honor Council Advisor, the IB Coordinator and/or other faculty will review the Honor Council recommendations and come to a consensus regarding disciplinary action. The student, parent, and teachers will be informed of the decision. The student will be given an appropriate deadline to meet the disciplinary requirements. Students who fail to meet the requirements will be placed on probation until all requirements are met. (See attached).
2. *Academic Integrity Incident Report* forms are retained in a confidential file maintained by the Honor Council Advisor to provide a record of violations of academic integrity for the Honor Council and IB Coordinator should a student be the subject of more than one report. *Academic Integrity Incident Reports* are disposed of following a student's graduation unless the Honor Council directs otherwise.
 3. Contents of the *Academic Integrity Incident Report* and subsequent Honor Council actions are revealed to outside parties only with the written consent of the student, unless otherwise permitted or required by the Family Educational Rights and Privacy Act (FERPA).
 4. No entry is made on the student's academic transcript of a violation of academic integrity.
 5. If a *staff* member has reason to suspect a violation of academic integrity, the staff member will report his or her concern in writing to both the instructor of the course (if applicable) and to the Honor Council Advisor and the IB Coordinator. The instructor will follow the procedure

outlined in points 1-4. If the instructor does not elect to pursue the matter further because he or she did not witness or discover the incident, then the Honor Council Advisor and/or IB Coordinator may substitute for the faculty member in responding to the allegation and follow the procedure outlined in points 1-4.

Honor Council Information

The Honor Council is made of 12 student members (4 sophomores, juniors, and seniors) who are in good academic and disciplinary standing and have positive teacher recommendations.

Honor Council hearings are informal, and the parties directly involved are expected to participate. Parents and teachers are invited to attend. To make knowingly false statements or to otherwise act with malicious intent within the provisions of the Honor Council procedures shall constitute grounds for further charges of violations of academic integrity.

The parties involved are asked to submit written statements or other evidence, which may include but are not limited to Turnitin.com reports, photographic evidence, found materials such as crib sheets, screenshots, and the work of others. These are circulated by the Honor Council Advisor to the members of the Honor Council and the IB Coordinator prior to the hearing.

Further Consequences

Both IB and Haines City IB East consider violations of the Academic Integrity policy as a serious matter. If the Academic Integrity Honor Council finds that a student has breached the Integrity Policy, the student will be referred to the IB Coordinator. The Coordinator will then identify if the student is no longer in “good standing” in the program. As part of Haines City IB East’s Assessment Policy and as recommended by the IB Organization, students may not be eligible to sit for IB Exams if they are not in good standing. A severe breach in the Integrity Policy may result in exit from the Diploma Program.

Haines City IB East Academic Integrity Incident Report



Submission of this report provides a formal notice that the indicated student was determined to have violated Haines City IB East's IB Academic Integrity Policy as defined in the *Academic Integrity Policy*.

Student Name:		ID Number:
Course in which incident occurred:	Date of incident:	
Reporting Teacher:		

1. Briefly indicate the nature of the incident (e.g. plagiarism, cheating, collusion, etc.):

2. Please attach the following:

- a. Your complete statement describing the incident and your interactions with the student.
- b. A copy of parent contact (log or email) that includes date and time.
- c. The relevant evidence or documentation of the incident.

Instructor Signature and Date

Please send this report plus documentation in a sealed envelope marked "CONFIDENTIAL" to the Honor Council Advisor.