



Shawnee Mission North Academic Honesty Policy



Academic honesty is an integral part of the Shawnee Mission North International Baccalaureate Program. It is also a requirement of the International Baccalaureate Organization (IBO) as stated in *Academic Honesty in the IB Educational Context* Booklet (IBO 2014):

“Academic honesty is an essential aspect of teaching and learning in IB programmes where action is based on inquiry and reflection” (2). The Shawnee Mission North IB faculty believes and expects that all IB students possess and demonstrate academic integrity. The purpose of this policy, therefore, is to clearly communicate these specific expectations of students and how the faculty will work with students to ensure they maintain this idea.

This policy is based on the ideas of the IB Learner Profile (especially principled): “We act with integrity and honesty, with a strong sense of fairness and justice and with respect to the dignity and rights of people everywhere. We take responsibility for our actions and their consequences” (IBO 2014).

Definition of academic dishonesty (malpractice):

In the IBO publication *Academic Honesty -- Principles to Practice* (IBO 2014), **malpractice** is defined as “behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components” (4). Malpractice includes the following:

***Plagiarism**: “representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment” (6).

***Academic Misconduct**: “behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment” (5).

***Collusion**: “supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another” (*Academic Honesty: Guidance for Schools*, IBO, 2)

* “**Misconduct during an IB examination** (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate)” (*General Regulations—Diploma Programme*, IBO, 12).

* “**any other behaviour** that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media)” *General Regulations—Diploma Programme*, IBO, 13).

In addition to complying to the regulations of International Baccalaureate Organization, this policy also reflects the standards of the Shawnee Mission School District.

Responsibility of Teachers:

Teachers shall:

- Make students aware of **what constitutes academic dishonesty in their respective classes and how it undermines the learning process.**
- **Be firm and fair.**
- Make students aware of the **consequences** of academic dishonesty
- Teach students **how to use the words and ideas of others appropriately to support their own oral and written communication.** “Creators are expected to acknowledge any source materials or ideas which are not their own and have been used in any way such as a quotation, paraphrase, or summary” (IBO, 12).
- Be vigilant about preventing and identifying malpractice **at all grade levels and in all subjects**

- Structure assignments and tests so as to **minimize the opportunity for student dishonesty and malpractice. This includes requiring students to submit work to the plagiarism prevention website: Turnitin.com.**
- Require students to sign “Statements of authenticity” for each IB assessment
- Read, understand, and comply with the IBO’s *Academic Honesty – Principles to Practice* (IBO 2014) and communicate the contents to students over the course of their class.
- ‘Design assignments that do not lend themselves to academic misconduct” (IBO, 22)
- “Be a role model - make sure all shared materials (handouts, presentations etc.) are correctly referenced” (IBO, 22)

Responsibility of students:

Students shall:

- **Not engage in any form of academic dishonesty at any time** including: **collusion, plagiarism, academic misconduct**, and all other forms of cheating.
- Learn correct **methods of source citation**, including Internet sources, and ask teachers for guidance. Ignorance of standard practice as taught in the program shall not excuse students’ responsibility for proper source citation.
- Ensure that all of the work they submit is authentic and correctly cited
- **Inform a staff member** when they are aware that another IB student or students have demonstrated academic dishonesty
- **Work collaboratively** only in **appropriate circumstances**. Students are encouraged to form study groups, but they should **always ask their teachers for clarification** about what type of collaboration is appropriate *before* working with other students.

Process for investigating alleged malpractice

If a teacher has reason to believe that academic dishonesty has occurred on a NON IB assessment:

1. The malpractice is investigated by the teacher and if no definite conclusion can be made and/or the student is cleared by the teacher, the issue is resolved and nothing further is done.
2. The malpractice is investigated by the teacher and is found to be valid and something that falls within the Shawnee Mission District and teacher’s classroom guidelines for a consequence. For example, if a student is found to have cheated on an exam, he/she will receive no credit for the exam according to Shawnee Mission District policy. The teacher informs the IB coordinator, a note is placed in the student’s IB file, and the student is then referred to the Associate Principal for International Baccalaureate for a conference and possible consequence. The parents are informed in writing (email) of the incident by the IB Coordinator.
3. If there are multiple incidents of malpractice from the student, each will result in a referral to the Associate Principal for International Baccalaureate for consequences according to the Shawnee Mission District guidelines. These guidelines begin with a conference/detention for first offense and then increase in severity, including possible out-of-school suspension for continued multiple infractions as well as the possibility of removal from the IB Program itself or the class(es) in which the malpractice continually occurs. For this reason, it is imperative that all infractions that result in a conference or consequence are reported to the IB coordinator for tracking.

IB Diploma Assessments

In addition to the consequences described above, if the malpractice incident involves **any work** that is to be submitted for an IB Diploma assessment (including the Extended Essay, internal assessments, Theory of Knowledge essay or presentation, and external assessments, including May IB exams) and is confirmed, IBO is notified of it, the document(s) in question will not be forwarded to IBO for evaluation, and the student may be denied the diploma or course certificate pending the final decision by IBO. If malpractice is suspected but cannot be definitely proven, the student will be presented with the evidence by the teacher and IB Coordinator and given an opportunity to address the malpractice concerns. At the end of this process the situation will either be remedied by the student or declared malpractice and handled according to the guidelines above. **Any IB fees paid by the student will be forfeited in the event of malpractice.**