



*Sandy Creek High School will prepare internationally-minded lifelong learners who will create a better world through respect, innovation, creativity, and service.*

## **SANDY CREEK HIGH SCHOOL**

360 Jenkins Rd  
Tyrone, GA 30290  
770-969-2840

### **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME**

#### **Academic Honesty Policy**

#### **INTRODUCTION**

At SCHS, we value personal responsibility and academic honesty. We understand that it is important for our students to be principled, authentic thinkers and present work worthy of themselves, their school and the International Baccalaureate Organization. We believe that personal integrity and respect of others at all levels of our school is central to who we are.

#### **THE PHILOSOPHY OF ACADEMIC HONESTY**

Academic honesty and personal integrity are central values in education. The IB emphasizes academic honesty because it allows all students to have access to fair learning opportunities. For this reason, our school promotes good practices of teaching, learning and assessments, as described by the IBO.

Our school also upholds systems to prevent and correct noncompliance with our academic honesty standard as failure to teach and promote honest behavior and correct dishonest behavior at school can foster patterns of dishonesty in the future. This would be inconsistent with the values of the IBO.

#### **WHAT IS ACADEMIC MISCONDUCT?**

The IBO defines academic misconduct as behavior (*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. Behaviour that may disadvantage another candidate is also regarded as academic misconduct.<sup>1</sup>

The IBO identifies the following actions as academic misconduct.

1. Plagiarism: the representation, intentionally or unwittingly, of ideas words, or work of another person without proper, clear and explicit acknowledgement.
2. Paraphrasing: restating someone else's work. When that happens, the source must be acknowledged.

<sup>1</sup> General Regulations: Diploma Programme, IBO, 2015, p. 12



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3. Collusion: supporting academic misconduct by another student, for example allowing another student to copy one's work.
4. Misconduct during an IB examination including taking unauthorized material in the exam room.
5. Duplication of work: the presentation of the same work for different assessment components, including the Core.
6. Any other behavior that gains an unfair advantage for a candidate that affects the result of another candidate.<sup>2</sup>

#### BEST PRACTICES TO AVOID MALPRACTICE

The students will:

- Present authentic work.
- Respect other people's ideas and work, to include print, audio-visual and digital publications, by using proper acknowledgement methods in their bibliographies.
- Display expected conduct before, during and after all assessments and examinations.
- Respect deadlines.
- Communicate with their teachers if they need help.
- Follow all academic honesty rules of SCHS.

The students will not:

- Copy someone else's work and present it as their own or share theirs to be copied.
- Does not use unauthorized materials in assessments and examinations.
- Fabricate information.
- Do homework for another student.
- Purchase and submit work written by others or sell their work to others.
- Fail to acknowledge sources.
- Falsify records and data for any assessment.
- Steal exams.
- Engage in disruptive behavior during exams.
- Impersonate another candidate.<sup>3</sup>

The school will:

- Discuss the academic honesty policy of SCHS with students and parents/guardians.
- Model behaviors of academic honesty and integrity.
- Promote sessions with the Librarian for guidance of students.

The teachers will:

- Set clear expectations of academic honesty behavior.
- Focus on innovation, not imitation; scholarship, not plagiarism.<sup>4</sup>
- Explicitly communicate and reinforce the values of honesty and integrity throughout the curriculum.

<sup>2</sup> General Regulations: Diploma Programme, IBO, 2015, p. 13

<sup>3</sup> Diploma Programme Assessment Procedures, IBO, 2019, p. 37

<sup>4</sup> Jude Carroll, Academic Honesty in the IB - IB Position Paper, IBO, 2015, p. 6



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- Instruct students on:
  - How to conduct research and present authentic written and oral work.
  - How to properly reference sources.
  - Verify the authenticity of work by using plagiarism detection software, especially assessments.

The parents/guardians will:

- Support the school in reinforcing the importance and value of academic honesty at school and integrity in general.
- Encourage their student in carefully planning their assignments.
- Provide support with time-management and encourage prioritizing of assignments.
- Understand the requirements the Diploma Programme and what is expected of their students.
- Encourage their student to communicate with their teachers if they need help.

#### CONSEQUENCES OF MALPRACTICE

First offense:

A school-based disciplinary consequence will be determined by school administration. This can include:

- Teacher collects document and reports to coordinator and administrator
- Parents/guardians contacted
- Zero on assignment pending investigation
- No make-up possible
- Meeting with student, parents, coordinator, counselor and administrator
- Letter warning of removal from the IB Diploma Programme

Second Offense:

A school-based disciplinary consequence will be determined by school administration. This can include:

- Teacher collects document and reports to coordinator and administrator
- Parents/guardians contacted
- Zero on assignment pending investigation
- No make-up possible
- Meeting with student, parents, coordinator, counselor and administrator
- Removal from the IB Diploma Programme

Students caught in any form of academic misconduct by the IBO can be denied the diploma by the organization, and, depending on the offense, risk invalidating the diploma of the entire cohort.

Rights of students:

Students will receive due process.

This policy will be reviewed every two years.



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**STUDENT STATEMENT**

I, \_\_\_\_\_, understand that by signing this document, I am committing myself to display consistent ethical behavior by embracing the values of honesty and integrity, and by abiding by the rules of Sandy Creek High School and the International Baccalaureate Organization.

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

\_\_\_\_\_  
Date

**PARENT STATEMENT**

By signing this document, I agree to encourage my student to display consistent ethical behavior, to promote the values of honesty and integrity, and to require that my student abides by the rules of Sandy Creek High School and the International Baccalaureate Organization.

Parent 1 Name: \_\_\_\_\_

Parent 1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent 2 Name: \_\_\_\_\_

Parent 2 Signature: \_\_\_\_\_

Date : \_\_\_\_\_