



Terry Parker High School

International Baccalaureate Diploma Programme Academic Honesty Policy

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Rationale/statement of purpose for the policy

The International Baccalaureate operates as a worldwide academic community, which is based on foundation of freedom, trust, and respect in society. Students accepted into this community commit to be lifelong learners, as well as to uphold the principles of the IB Learner Profile striving to be inquirers, knowledgeable, thinkers, communicators, principled, open- minded, caring, risk-takers, balanced, and reflective. Terry Parker International Baccalaureate Diploma Programme offers students enrolled within them, the opportunity to develop them to be active, compassionate, leaders in their community. The benefits of such a program can be found in the honors granted to those who successfully complete it and the reputation that the program has fostered globally. Terry Parker High School expects all IB Students to maintain the highest level of academic integrity. They must take personal responsibility for the authenticity of their work.

Academic Honesty

We define Academic Honesty as any activity that shows the authentic and complete academic performance of the student without any malpractice on the part of the student, either directly or indirectly.

Academic Honesty during Examinations

General rules and regulations regarding appropriate conduct during both IB examinations are presented to each student prior to the examination session. Students receive copies of the general regulations for these assessments. Information is posted around the school and in the examination room as required. Students are also informed of what may not be taken into the examination room/area, which includes but is not limited to:

- Electronic devices (except when applicable)
- Notes or scratch paper
- Subject books or guides
- Refreshments (except water)

What is Academic Misconduct?

The Academic Honesty Policy is directly connected to all of the IB assessments and examinations in order to prevent one students gaining unfair advantage over another in any of the components. Academic misconduct includes any behavior or action, which results (or may result) in a student gaining an unfair advantage academically. Academic misconduct can take place before, during, or after the assessment or examination has been completed. Examples of academic misconduct include, but are not limited to:

- Plagiarism - Representing the work, words or ideas of another person as one's own (whether

deliberately or unintentionally).

- Collusion – Supporting another student’s academic misconduct (ex. allowing one’s work to be copied and/or submitted for someone else).
- Duplication of work – Turning in the same work for different assessments components and/or specifies program requirements (IB Diploma Programme, Advanced Placement, etc.).
- Paraphrasing: The restatement of someone’s work in another form without acknowledging the source.
- Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, 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).

Judgement of the behavior is by the classroom teacher or supervising adult. Supervising adults include but are not limited to other teachers, DP Coordinator, exam invigilators, and etc.

Honor Pledge

I pledge to refrain from all forms of academic misconduct, including but not limited to cheating, plagiarism, or other deceitful or dishonorable means of obtaining high grades. I affirm that I will report to the Diploma Programme Coordinator any violation of the Academic Honor Policy. Students will write or have a printed copy of the pledge on all assignments.

Violation of Academic Honesty Policy

There are four levels of violations of the Academic Honesty Policy, depending on the work in question. The classroom teacher and the DP Coordinator shall determine classification of the violation.

All Violations of the Academic Honesty Policy shall be subject to the following:

- Review of Academic Honesty Policy with Diploma Coordinator.
- Conference with Parent/Teacher/Student. Teacher has discretion to award no credit for the assignment.
- Duval County Public School Discipline Referral with consequences as described at in district Code of Conduct.
- Academic Probation
- Dismissal from IB Programme.

Students Responsibility

- Read Terry Parker’s Academic Honesty Policy
- Ensure that all work submitted is authentic.
- Acknowledge all work or ideas accurately.
- Ask for assistance for with citing sources when needed.
- Submit work to Turnitin when required by Teacher/Supervisor/DP Coordinator.
- Signed statement of authenticity submitted with all assignments.
- Maintain academic honest behavior at all times.

- Report any violations of the academic honesty policy

Teachers Responsibility

- Review academic honesty policy with their students
- Develop, model, and sustain ethical practices within the classroom that promote academic honesty.
- Authenticate student IB/AP assignments by use of Turnitin.
- Authenticate student IB (EE, TOP, IA) assignments by use of Turnitin before submitting final version to IBO.
- Openly communicate with students and parents the expectations for how to maintain academic honesty in the course, for assignments, and on assessments.
- Contact parents regarding any violation of the academic honesty policy.
- Report any breach of the academic honesty policy to the school administration.

Parents Responsibility

- Review the academic honesty policy and pledge with their student.
- Encourage their child to uphold their integrity by maintaining academic honesty.

Coordinators Responsibility

- Ensure that students are aware of the guidelines for maintaining academic honesty in assessments specific to each program of study.
- Authenticate student IB/AP assignments by use of Turnitin.
- Correctly document and contact the appropriate personnel regarding misconduct during external assessments.
- Ensure that candidates and invigilators are provided with relevant information about examination regulations.
- Report any breach of the academic honesty policy to the school administration.

Administration Responsibility

- Ensure that students and parents are aware of the academic honesty policy and the consequences for engaging in academic misconduct.
- Ensure that academic misconduct is dealt with in a fair and consistent manner.
- Initiate the process of reviewing the academic honesty policy annually.

Communicating policy to stakeholders

Terry Parkers International Baccalaureate Programme Academic Honesty Policy will be communicated to all IB students, parents, teachers, and leadership team members as follows:

- Publish policy in all IB student program related handbooks
- Policy will be posted on Terry Parker's IB website as well as available upon request from IB Coordinator.
- Quarterly Parent & Community Meetings (as updates are needed)
- Updates to policy will be included in IB Quarterly parent newsletter/email
- Leadership team meeting

➤ IB Teacher PLC

Frequency

A thorough review of the Academic Honesty policy will be conducted every two years in June. Additional policy review periods as deemed necessary to address amendments to laws and educational practices.

Process for review

Each member of the Review Committee will receive a copy of the current policy to review for:

- Updates from IB, Duval County, and State of Florida as it relates to the Academic Honesty policy.
- Continued Effectiveness of the current policy
- Does the policy clearly and effectively communicate the Academic Honesty procedures at Terry Parker?
- If the policy is being implemented with fidelity.

This document was updated in collaboration by the IB Coordinator, IB Counselor, Head of School, IB teachers.

Links to other working documents:

Academic Honesty in the IB Educational Context (2014)

Diploma Programme Academic Honesty (updated 2011)

Diploma Programme Assessment Procedures 2019

IBO Handbook of Procedures for the Diploma Programme (2016)

IBO Programme Standards and Practices (2014)

Duval County Public Schools Code of Conduct (2018)

Terry Parker High School would like to acknowledge the following IB World Schools whose published Academic Honesty Policies served as a model in the creation of this document:

United Nations International School

American School of Milan

Paxon School For Advanced Studies

Samuel F. Wolfson School For Advanced International Studies and Leadership