



**St. Louis Park
High School**

IB Diploma Program

Academic Honesty Policy



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St. Louis Park School District Mission

The St. Louis Park Schools' mission states: "As a caring, diverse community with a tradition of putting its children first, we will ensure all students attain their highest level of achievement; prepare all students to contribute to society; offer high quality opportunities for lifelong learning; provide multiple pathways to excellence; challenge all learners to meet high standards; and provide a safe and nurturing environment that energizes and enhances the spirit" (ISD 283).

International Baccalaureate Mission

The International Baccalaureate Mission states: "The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right" (ibo.org).

Purpose of this Document

With both mission statements in mind, we believe that a student's character is worth far more than any grade that they could earn. This document outlines the St. Louis Park High School Academic Honesty Policy; how teachers support students in understanding what being academically honest is; and how academic misconduct is handled. All work submitted for credit in any class at St. Louis Park High School is expected to be the original work of the student submitting it. If said work is not the original effort of the student, then the student may be guilty of academic misconduct. As IB states, "we live in an age in which we are all flooded by information and opinions" (p. 1). It is up to the teachers to educate students about academic honesty, [essentially] "making knowledge, understanding and thinking transparent" (p. 1).

Definitions

According to Article 20 in the International Baccalaureate Organization document *General Regulations: Diploma Program*, academic dishonesty or malpractice is defined but not limited to the following (2016, p. 12-13):

Plagiarism: defined as the representation of the ideas or work of another person as the student's own. Representing another student's work as one's own.

Collusion: defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another. For example, copying from another student's exam paper or allowing another student to copy from one's own paper.

Duplication of work: defined as the presentation of the same work for different assessment components and/or diploma requirements. Unauthorized collaboration on homework or other class assignments.

Malpractice: The presentation of the same work for different assessment components or classes is a duplication of work and may constitute. Other behaviors that gains an unfair advantage for a student or that affects the results of another candidate.

Alternately, *Academic Honesty* is behavior in which the student accurately represents their ideas from those of others, and behaves in an honorable way. As IB states in *Effective Citing and Referencing*, "When we acknowledge the use of materials or ideas that are not ours, the reader must be able to clearly distinguish between our own words, illustrations, findings and ideas and the words and work of other creators" (2014, p. 4).

Student Responsibilities

Prior to registering for an IB assessment, a student must read and acknowledge understanding of the definitions above on the form “St. Louis Park Senior High IB Student Code of Conduct” (SLPSH IB Student Code of Conduct). See Appendix.

Plagiarism is not always an attempt to present the ideas or work of another person as their own. Many students are not aware of how or when to acknowledge sources. Each case may require separate judgment but when in doubt, a student is encouraged to ask their teacher for guidance.

A student should ask oneself the following prior to submitting any assignment:

1. Have I copied, word for word, all or part of another writer’s work without giving specific credit to that other writer and using quotation marks?
2. Have I copied the work of another writer, making changes here and there, but retaining the main thought and structure?
3. Where did I acquire the sources for this paper? (beware of online student papers as they may have been plagiarized before they were posted), (always verify sources)
4. In the case of fiction, have I used a plot invented by another writer, even though telling the story in my own words?
5. Have I paraphrased using too much language of the original even though I have cited it?

If the answer is ‘yes’ to any of the above, the work is academic misconduct.

Further recommendations from the IB pamphlet *Academic honesty in the Diploma Program*:

- Make sure that information you have used is acknowledged in the body of the text and is fully listed in the bibliography.
- Cite your sources so that readers can find them; if you cannot state the origin of the source it is probably better not to use it.

- If you paraphrase an idea—that is if you restate it, but alter the exact wording—you must still cite that source.
- You must cite the source of images, maps, charts, tables, data sets, musical compositions, movies, computer source codes and song lyrics—any material that is not your own.

Parent Responsibilities

Parents must also read and sign the SLP IB Code of Conduct when their child is registering for examinations.

Parents are encouraged to read the weekly email 6425 Newsletter which will include information in academic misconduct. If parents wish to, they may also join the SLPSH IB Schoology Group to access the same information.

Teacher Responsibilities

Teachers are encouraged to place the SLPSH IB Student Code of Conduct in their syllabus at the beginning of the year.

Teachers will help in distributing the SLPSH IB Student Code of Conduct (attached to the IB Registration Forms), as well as help in collecting them.

Teachers will review specific terms and pitfalls in academic misconduct with students prior to internally and externally assessed material as well as formative and summative assessments completed in class.

Teachers who suspect cheating or plagiarism should:

- confiscate any test/quiz papers from students suspected of cheating or plagiarism. Meet with an administrator for a conference.

- encouraged to follow the conference with a call to the parent with the teacher and administrator.
- apply consequences for the student found guilty of cheating or plagiarism will follow discipline procedures found in the “Inappropriate Behavior” section of the St. Louis Park Senior High Student Handbook.

School Responsibilities

The school will require students who register for IB assessments, and their parent, to sign the SLPSH IB Student Code of Conduct form when registering for an assessment.

The DP Coordinator will create and publicize a video about academic misconduct.

The DP Coordinator will provide academic misconduct information in the 6425 weekly newsletter as well as on the IB Schoology site.

The DP Coordinator will follow all of the regulations and practices in dealing with all internal and external assessments, including the May examinations.

The SLPSH administrators will follow the policies and procedures in the SLPSH Student Handbook when dealing with academic misconduct and will support all IB regulations and practices.

Procedures, Consequences & Rights

A teacher will not authenticate a piece of student work in the IBIS system if they cannot truly authenticate that it is the student’s work.

In the event that a student submits work that is not their own for an assessment submitted to IB for moderation, Article 21: Investigating cases of suspected academic misconduct, will be followed (p. 13-14).

When not an IB assessment, students may earn a zero on an course grade within the school gradebook, or lose their standing in the National Honor Society.

Students have the right to explain their process in their work.

Scenarios of Academic Misconduct

While this is not a comprehensive list of academic misconduct, it is intended to give an overview of some aspects of academic misconduct.

A student copies work from another (or allowing someone to copy).

A student using a translator (i.e. Google Translate) to translate work.

A student transmits answers from one class to another.

A student uses a cell phone/text messaging or any online messaging to translate information.

A student fabricating data.

A student bringing unauthorized material into an examination room.

A student misbehaving during an examination.

A student impersonating another student for the purpose of taking an exam.

A student using an unauthorized calculator during an exam.

A student duplicating work for different assessment components.

A student falsifying a CAS record.

Policy Revision Process

Document written April, 2017 with input from S. Fox, J. Herbert, J. Magdal, S. Meyers & K. Schwietering.

Document will be reviewed annually at the end of the school year by a committee of staff volunteers.

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Appendix

St. Louis Park Senior High IB Student Code of Conduct

As an International Baccalaureate student at St. Louis Park High School I understand and agree to the following:

1. International Baccalaureate courses are demanding and rigorous. IB students will work hard and try their best to fulfill the requirements and demands of the course.
2. In order to receive the IB designation on their transcript, students must fulfill all the requirements and Internal Assessments of the course and take the IB exam in May. IB students who do not complete the course requirements, Internal Assessments or take the IB exam will have the IB designation removed from their transcript and be subject to a missed-exam fee.
3. IB students must make an honest effort to do their best on all IB exams. The IB teachers work hard to prepare IB students for the exam. To do less than your best does a disservice to the integrity of the course and the teacher. When it can be demonstrated that a student has not made an effort to do their best on an IB exam, the student will have the IB designation removed from their transcript and be subject to a missed-exam fee.
4. IB students must understand the basic meaning and significance of concepts that relate to academic honesty. Because of the demands of the IB curriculum, students should take pride in doing their own work and have respect for the integrity of the program. All assignments, written or oral, completed by a student for assessment must use the student's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged. All ideas and work of other person, regardless of their source, must be acknowledged.
5. According to the International Baccalaureate Organization, academic dishonesty or malpractice is defined but not limited to the following: (these apply to IB exams and requirements and school exams and requirements)

Plagiarism: defined as the representation of the ideas or work of another person as the student's own. Representing another student's work as one's own.

Collusion: defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another. For example, copying from another student's exam paper or allowing another student to copy from one's own paper.

Duplication of work: defined as the presentation of the same work for different assessment components and/or diploma requirements. Unauthorized collaboration on homework or other class assignments.

Any other behavior that gains an unfair advantage for a student 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. Using the words and ideas of another person to support one's arguments while following accepted practices is an integral part

of any intellectual endeavor, and integrating these words and ideas with one's own in accepted ways is an important academic skill. Use of Internet websites and any other electronic media must be treated in the same way as books and journals and be properly acknowledged. Plagiarism is not always an attempt to present the ideas or work of another person as their own. Many students are not aware of how or when to acknowledge sources. Each case may require separate judgment but when in doubt, ask your teacher for guidance. The presentation of the same work for different assessment components or classes is a duplication of work and may constitute malpractice. Other examples of malpractice may include but are not limited to the following:

- fabricating data for an assignment or paper
- bringing unauthorized material into an examination room
- misbehaving during an examination
- exchanging or passing on information relating to an exam
- copying the work of another student
- impersonating another student for the purpose of taking an exam
- writing inappropriate material in an exam
- using an unauthorized calculator during an exam
- using inappropriate information during an oral exam

I have read and understood the IB Student Code of Conduct. I understand that I may forfeit my right to participate in the IB program or classes by violating this agreement.

Student name (print) _____

Student signature _____ Date _____

Parent/Guardian signature _____ Date _____