

West High School IB Academic Honesty Policy

Salt Lake City School District and West High School Academic Honesty Policy:

Available through the following link and published annually in the West High School Planners
<http://www.slcschools.org/schools/documents/High-School-Handbook-ENGLISH.pdf>

Academic Integrity

We expect staff and students to demonstrate high standards of academic integrity. Academic integrity is defined as respect for the ideas of others and work through proper acknowledgement and referencing. No cheating of any type on school work, tests, or quizzes will be tolerated. Academic dishonesty/cheating may include any of the following and may be applied to work in any medium (i.e. written or audio text, film production, photographs, published images, other artist's work, electronic devices, computer programs, etc.)

- Inappropriate/inadequate acknowledgement - material copied word for word, which is acknowledged as paraphrased but should have been in quotation marks, or material paraphrased without appropriate acknowledgement of its source.
- Verbatim copying - Material copied word for word or exactly duplicated without any acknowledgement of the source.
- Collusion - Material copied from another student's assignment, course work or exam with his/her knowledge.
- Stealing - Material copied from another student's assignment, course work or exam without his/her knowledge.
- Ghost writing - Assignment written or purchased by a third party and represented by a student as his/her own work.

Consequences - Teachers will follow established classroom policy for dishonesty.

Appeal process - Written appeal to the teacher, conference with an administrator.

Note: the appeal process must begin within 10 school days.

West High School IB Policy:

Any confirmed incidence of misconduct relating to academic honesty while at West High School will result in the student being placed on probation within the IB program at West High School throughout the duration of his/her attendance at the school. A second confirmed incident, whether of the same type or a differing type, will result in dismissal from the IB program. The student will not be allowed to submit any IB work following a second confirmed offense.

Coordinators and teachers will follow specific guidelines outlined in the IB Academic Honesty booklet as well as the specific guidelines outlined in the IB Coordinator Handbook of Procedures when malpractice claims arise. All confirmed incidents of malpractice will be communicated to the IB in relationship to those guidelines.

Teachers are required to pay particular attention to the signing of the coversheets during the submission of Internal Assessments. Teachers are familiar with the guidelines outlined by the IB Subject Guide for each subject they teach pertaining to all appropriate behaviors during the creation and submission of Internal Assessments.

The IB Coordinator will train and prepare invigilators to attend to issues of malpractice while supervising IB examinations. All invigilators are expected to understand and adhere to the policies set forth in the Conduct of Examinations, and report any evidence of unauthorized objects or inappropriate behaviors during exams.

Coordinator Responsibilities for the Training of Students and Families:

Training Meetings

- IB Commitment - pre 9th enrollment meeting
- Welcome to IB Meeting – 10th grade diploma preparation meeting
- Extended Essay Meeting -11th grade training meeting
- Extended Essay Camp for 11th
- Annual April Testing Meeting for all grades

Publications

- West High Student Planner and Handbook
- IB Workbook - Conduct of Examinations and Academic Honesty Policy
- West High School Website
- IBO Website - refer to document The Meaning of Academic Honesty
 - <http://ibpublishing.ibo.org/xwiki/bin/view/Handbook/A8.1+The+meaning+of+academic+honesty>

Teacher Responsibilities for Educating Students:

- Policy in Disclosure, including consequences
- Utilize the IB Online Curriculum Center when working with students regarding academic honesty and malpractice
- Discussion of collaboration vs. collusion
- Training for citations for specific field of study
- Specific reminders for assignments and assessments
- Vigilant attention to students during exams and submission of assignments
- Report suspected violations of academic honesty to an administrator and the IB Coordinator if appropriate.