



Westminster High School IB Academic Honesty Policy

We value personal integrity and academic honesty at WHS, particularly in the IB Diploma program as integrity and honesty relate to many of the characteristics of the IB Learner Profile traits, namely Inquirers, Knowledgeable, Thinkers, Principled, Risk-taking and Reflective.

All School Policy

At WHS, our school policy regarding academic honesty states the following:

“Scholastic dishonesty which includes, but is not limited to, cheating on a test, claiming and quoting an idea from an existing source as their own, and unauthorized collusion in preparing written reports.”

Academic Honesty in the IB Diploma Program and IB Courses

We want to ensure that our students develop necessary research and citation skills, an understanding of what constitutes academic misconduct, both in high school and beyond, understand the difference between collaboration and collusion, and understand how to conduct themselves during school and IB examinations. We also use section A8 of the Coordinator’s Handbook, emphasizing clear use of “cut and paste,” lack of referencing, and too much collusion as key elements of academic dishonesty.

This way, our students will be held responsible for any cheating, plagiarism, collusion, duplication of work and any other form of academic malpractice as outlined in *IBO “Academic Honesty”* policy; they will also be held responsible for use of electronic devices during examinations, violation of any procedure, either willingly or unwillingly, during IB examinations and internal assessments, and any behavior that gains an unfair advantage for a candidate.

Students who enroll in IB courses sign an honor code agreeing to maintain academic honesty. Students sign this honor code before both their junior and senior years.

Student Responsibilities:

- act with integrity in all work
- read, discuss and sign the WHS IB Honor Code
- cite sources in researched work
- use the shared skills and resources provided to create original work
- acknowledge when they feel they are not in a position to produce original work
- seek assistance from their teacher(s), parents/guardians, and fellow students when a question arises about constitutes academic dishonesty or academic malpractice
- Submit all required IA work and other requested assignments to Turnitin.com for plagiarism checking

When taking an assessment, students will:

- keep their eyes on their own work
- keep answers hidden from others
- put all notes and extra items away before beginning

- turn in all prohibited electronic devices before the start of an assessment
- report any violations or suspicions of violations to a teacher or administration
- Follow the required “Conduct of Examinees” code during IB examinations

Staff Responsibilities:

During the process of the IA and the Language A and B Written Assignments, staff follow careful guidelines to avoid “over instruction.” Staff meet with students no more than twice; staff are careful when reviewing student work to give more indirect feedback; in some cases, staff do not even write on student papers.

Every IB staff member has a Turnitin.com account; at minimum, staff are expected to use Turnitin.com for IA submissions; however, staff can use the cite to check plagiarism for any and all student work.

If a staff member suspects plagiarism, or discovers plagiarism, the student meets with the coordinator and is given 24 hours to correct the problem. If the student does not correct the problem, our school does not submit the work to the IBO for grading, resulting in a “no grade” for that assessment and course.

Additionally,

- create assessments which require analysis and evaluation
- model and teach academic integrity so that all students are able to produce original work
- provide exemplars of original versus unoriginal work
- teach how to properly cite and reference the work of others using a conventional format

Coordinator Responsibilities:

- inform students and staff what constitutes malpractice and how to prevent it
- provide students and parents/guardians with a copy of the IBO’s “General regulations: Diploma Programme”
- provide copies of the IBO’s “Academic Honesty” flyer to all Diploma teachers
- educate students on examination protocols and expectations during examinations and provide students with a copy of the IBO’s “Conduct of Examinations”
- provide students with a copy of the IBO’s “Academic honesty in the Diploma Programme” brochure
- train all invigilators on examination procedures
- Help administration uphold consequences for violation of Honesty and Honor Code

Administrator Responsibilities:

- Help coordinator uphold consequences for violation of Honesty and Honor Code

Guidelines for Retention in the IB Diploma Program

The IB program is a rigorous academic endeavor, requiring commitment of both time and effort. In order to ensure that students are placed where they will succeed, as well as to ensure that IB students in District 50 maintain rigorous working behavior, the following guidelines will apply to all students enrolled in IB classes:

1. Students in the diploma program will maintain excellent attendance. Attendance may not directly affect a student's grade, but it is a required component of the program. If a student has more than 4 unexcused absences in a class period per quarter, he or she will be put on attendance probation. If poor attendance continues, the student will be removed from that class and enrolled in a class where he or she will be successful. This will immediately change the student's status from diploma to certificate student, and the student will be withdrawn from the attendance deficient course.
2. Students are expected to demonstrate academic excellence. In order to ensure the integrity of the program and the student's success, students must meet the following requirements:
 - a. ~80% of all assignments must be completed and scored at 3.0 or higher
~LT average must be 3.0
 - b. Teachers will assess classroom engagement, use of time, appropriate behavior, etc

Grades will be checked at 5 weeks, 9 weeks, at 14 weeks, and at semester. If a student is found to be deficient, he or she will be placed on academic probation. At the end of the probationary quarter, the student's grades will be reevaluated; if the student has not met requirements in all IB classes, the student will be removed from any deficient classes. This will immediately change the student's status from diploma to certificate student, and the student will be withdrawn from the course. Further, if a student is deficient, he or she will not be registered for IB exams in that course.

3. Students enrolled in IB courses MUST test in those courses. Students enrolled in IB courses MUST test in those courses. You register for courses in October, and must pay your fees by January. If you are not testing, you will be removed from that IB course.
 - a. Students enrolled in IB courses will strive to meet the characteristics of the IB Learner Profile (attached).
 - b. Students in IB will maintain academic honesty, including cutting and pasting another's work into essays or written assignments, lack of referencing in written assignments, and too much collusion on assignments and assessments.
 - c. Students in the IB diploma program will complete both CAS requirements and the Extended Essay.

I understand the requirements for retention in the program.

Student name (printed)	
Student signature	Date
Parent name (printed)	
Parent signature	Date

Policy Distribution & Review

All WHS IB policies will be reviewed annually during the first IB staff meetings of the year, revised, and posted to the WHS IB website.