

At Lake Wales High School's International Baccalaureate Programme, academic integrity is an integral piece. This policy was put together with the intent of having a fair manner in which to handle academic dishonesty should it arise. The following academic integrity policy outlines what academic misconduct is, the responsibility of staff and scholars to uphold this policy, the process for investigating alleged malpractice, and the consequences of any breach of the academic integrity policy to follow.

Academic integrity is a requirement of the International Baccalaureate Organization (IBO) and as stated in the IBO *General Regulations Article 3.3* (2021), "Candidates are required to act in a responsible and ethical manner throughout their participation in the 'Diploma Programme'... which includes not engaging in academic misconduct (as defined in article 16)". The faculty at Lake Wales High School believes and expects all IB students (FL Pre-IB, course, and diploma) will possess and demonstrate academic integrity.

Definition of academic misconduct:

In the IBO publication *General Regulations: Diploma Programme* (IBO, 2021), "academic misconduct is behaviour (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." Academic misconduct is a breach of these regulations and includes, but is not limited to, the following:

- **Plagiarism** - taking someone else's words, work, or ideas as your own whether intentionally or unintentionally, without proper and accurate acknowledgment; this includes but is not limited to the use of artificial intelligence (AI) generators.
- **Collusion** - the secret cooperation or conspiracy to cheat or deceive others: for example but not limited to, copying one's work or submitting someone else's work as your own, using artificial intelligent sources.
- **Duplication of Work** - presenting the same work for different assessments or assignments.
- **Misconduct during an IB examination/classroom assessment** - including but not limited to, communicating with others, disruptions or distractions of others, or taking unauthorized materials into or out of the room during an examination or assessment.
- **Any other behaviour that produces an unfair advantage** - behaviours that affect the results of oneself or others. Including but not limited to, falsifying a CAS record, sharing assessment content with others who have not taken the assessment, and disclosing information about an examination paper within 24 hours after a written examination via any form of communication/media.

Responsibility of staff

The IB Coordinator will:

- Provide a copy of the IBO's publication *Academic Integrity in the IB educational context* to all IB staff members and ensure they have read it, understand it, and comply with it.
- Communicate expectations of academic integrity to IB staff and students.

IB educators shall:

- Make students aware of what constitutes academic disintegrity in their respective classes and how it will undermine the learning process.
- Remind students of the consequences of academic disintegrity.
- Teach students how to use the words and ideas of others appropriately to support their own oral and written communications.

- Structure assignments and assessments to minimize the opportunity for scholar disintegrity and malpractice (such as using Turnitin.com).
- Be vigilant about preventing and identifying malpractice at all grade levels and subjects.
- Read, understand, and comply with the IBO's *Academic Integrity in the IB educational context* publication.
- Input referrals in FOCUS when academic integrity is believed to have taken place.
- Apply the same level of scrutiny across the board so the policy is enacted fairly from one scholar to the next.

Responsibility of scholars:

IB scholars shall exhibit:

- **Responsibility:** This includes citing sources properly, avoiding plagiarism, and enacting authentic research practices. If the scholar is unsure of how to properly cite or is unsure of best research practices, they should reach out to their instructor for guidance.
- **Honesty:** Inform staff members when they are aware that another scholar(s) has demonstrated academic disintegrity or have broken this contract themselves.
- **Respect:** Scholars are expected to work collaboratively with others throughout the Florida Pre-IB and IB Diploma Programme. Students are expected to respect the ideas of others and encourage participation from all involved. Additionally, scholars are encouraged to form study groups, however, they should inquire with their teacher for clarification about what type of collaboration is appropriate before working with others.

By practicing honesty in these and other academic contexts, students and researchers contribute to a culture of integrity and trust within the academic community. Honest academic behavior not only upholds ethical standards but also promotes learning, intellectual growth, and the advancement of knowledge.

The following are the progressive consequences that will take place if academic dishonesty has been observed.

Non-Assessment Consequences	Classroom Assessment Consequences
<p><u>1st offense:</u></p> <ul style="list-style-type: none"> -The teacher will contact the parent and the referral will be entered into FOCUS by the teacher -1-week to redo the assignment -50% deduction on assignment -If not redone within the extension, the scholar receives a 0% on the assignment -If this is a CAS experience/reflection, it will be removed from the portfolio. 	<p><u>1st offense:</u></p> <ul style="list-style-type: none"> -Referral entered into FOCUS by teacher -0% is earned for assessment -Student will retake the assessment for data purposes, but no increase in grade will be given
<p><u>2nd offense:</u></p> <ul style="list-style-type: none"> -Referral entered into FOCUS by the teacher, the teacher will notify the parent, & LWHS Disciplinary Action will be followed -Scholar will receive a 0% on the assignment -Scholar will redo the assignment -If this is a CAS experience/reflection, it will be removed from the portfolio. 	<p><u>2nd offense:</u></p> <ul style="list-style-type: none"> -Referral entered into FOCUS by the teacher, the teacher will notify parent, & LWHS Disciplinary Action will be followed -Scholar will receive a 0% on the assessment -Scholar will likely be exited from the Diploma Programme & may be exited from the course
<p><u>3rd offense:</u></p> <ul style="list-style-type: none"> -Referral entered into FOCUS by the teacher, the teacher will notify parent, & LWHS Disciplinary Action will be followed -Scholar will likely be exited from the Diploma Programme & may be exited from the course 	

Consequences may be adjusted by admin depending on the severity of the infraction.

Process for investigation of alleged malpractice

These steps have been determined in an effort to apply this policy as fairly as possible. If a teacher has reason to believe that academic misconduct has occurred, the following steps will be taken.

- The teacher will investigate the suspected malpractice or refer to deans if necessary
- The teacher will communicate the outcome of their investigation to the IB coordinator
- If the teacher and IB coordinator are in agreement that malpractice has occurred, then the scholar will receive the outlined consequences above
- The teacher and/or IB Coordinator will communicate, in writing, disciplinary consequences to the scholar and their parents. This correspondence will be placed in the scholar's file with the IB guidance counselor.
- If a scholar incurs a third incident of any type, on any assignment, at any time during the scholar's enrollment in the two-year Diploma Program, they will likely be dismissed from Lake Wales High School IB Diploma Program.

Suppose a confirmed academic misconduct incident involves any work submitted for an IB Diploma assessment (including the Extended Essay, CAS, Internal Assessments, Theory of Knowledge essays, External Assessments, and IB exams). In that case, the work will not be submitted to IB which will likely result in no diploma being awarded. If academic misconduct is suspected after work has been submitted to IB, the procedures of the investigation are outlined in the IB Academic Integrity Policy at www.IBO.org.



LWHS IB Programme Academic Integrity Policy & Contract



Please complete, sign, and return a copy of this form to Ms. Anderson within 48 hours.

I, _____, understand and acknowledge the importance of academic integrity and integrity in my educational pursuits. I have read and fully understand the Lake Wales High School IB Academic Integrity Policy. By signing this Academic Integrity Policy and Contract, I understand the consequences of violating academic integrity and the impact it can have on my education and professional future.

Student Name

Student Signature

Grade

Date Signed

Parent Name

Parent Signature

Parent Contact Number

Parent Email

Date Signed

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