



Academic Honesty Policy

The Faculty of the Luther Burbank International Baccalaureate World High School

Recalls: The International Baccalaureate Organization's *Guide to Academic Honesty* published August 2009 & updated July 2011.

Notes: The San Antonio Independent School District's *Student Code of Conduct* published August 2012 that addresses cheating or copying work of another student in section 21.AA.

Creates the following additions to the aforementioned policies

Defines:

Formative assessment – is a learning experience

Summative Assessment – is the final assessment and not a learning experience

Malpractice/Plagiarism – the representation of the ideas or work of another person as the student's own

Collusion – is supporting malpractice by another student, as in allowing one's work to be copied or submitted by another

Malpractice/Cheating – is copying another's work, either paper or electronic, to gain an unfair advantage

Malpractice/ Paraphrasing – is using the author's ideas by rewording or rearranging the author's original words

Further Defines:

Academic Honesty for Homework

Students are expected to meet the expectations of the teacher specific to each assignment rubric. As a general guideline, they are expected to complete homework without violating any component of the academic honesty policy. Examples of what is not permissible include copying answers from peers or having another party edit and rewrite certain sections of homework.

Academic Honesty for Group Work

Collaborative/Group work is defined as a group of students working together, contributing to the completion of a teacher assigned task.

Students must implement the expectations of the rubric & contribute significantly to the final product. As a general guideline, they are expected to complete group work without violating any component of the academic honesty policy. Examples of what is not permissible in group work include allowing a member or members of the group to write any part of their particular piece.

Citation of work

The IB policy addresses citations in section 4.11 and suggests the Modern Language Association (MLA) format. Burbank teachers require different citation formats by subject area: Languages – MLA; Social Studies and Visual Arts –Turabian; Mathematics and Sciences – APA. Written sources that are directly copied without proper citation fall under the definition of malpractice/plagiarism. Malpractice/paraphrasing by taking idea and rephrasing own words is not permissible, as well as over-dependence on the ideas and structure of the source material.

Recognizing: The due process rights of students the following procedures will be followed.

When a student is suspected of violating the academic honesty policy, the teacher will gather and document the evidence. The student will be notified that an issue of malpractice and/or collusion is being investigated, share the specifics, and request that the student gather and present their explanation/defense. A conference with the student will be held. Students may request at this time that their parent and the DPC be present at the meeting. If not resolved, the student and teacher will also conference with the DPC or Head of School. The DPC will notify the parents that an investigation is taking place. Once the investigation is complete, parents will be informed of the outcome.

List & Definition of penalties:

- **1st Offense:** Student will receive a ZERO for any work that is deemed to be academically dishonest and redo the assignment if it is a learning experience. The teacher and Head of the IB program will counsel the student on the academic honesty policy and notify the student's parent or guardian regarding the incident.
- **2nd Offense:** In the event there is a second occurrence of Academic Dishonesty, a grade of ZERO will be given and redo the assignment if it is a learning experience. In addition, a conference will be held with the student, a parent or guardian, the classroom teacher, and a school administrator.
- **3rd Offense:** Further instances of Academic Dishonesty may jeopardize the student's inclusion in any future aspects of the DP program and removal from the magnet MYP program, if applicable.

NOTE: Student will receive a “ no grade” or “0” for averaging purposes if they violate the academic honesty policy on any summative assessment.



DO

Acknowledge help from parents, older students and friends
Acknowledge the source of direct quotations
Acknowledge information taken from books, and the Internet
Knows what constitutes cheating and abides by the rules
Follow all exam rules.

Do NOT

Use notes during a test unless allowed by a teacher
Copy from another student during a test
Copy from the homework of another student
Hand in work as his/her own that has been copied (internet, book, etc.)
Copy assignments for another student
Give another student his/her own work to copy.
Use cell phones inappropriately to cheat on tests or assignments

