



*Rampart High School*  
**NATIONAL SCHOOL OF EXCELLENCE**  
International Baccalaureate Diploma Programme



## **IB/DP Academic Honesty Policy**

### **MISSION AND RATIONALE**

#### **Mission:**

The vision of Rampart High School is to provide robust educational experiences that inspire academic excellence, social responsibility and personal growth. Behavioral expectations in all endeavors for students at Rampart include: “Respect, Honesty, and Perseverance”.

#### **Rationale:**

The Rampart High School community believes that dishonesty and cheating in all its forms, in any forum, devalues educational goals, damages the character of students, and undermines the integrity of the school and district community.

### **ACADEMIC DISHONESTY**

#### **Definition:**

An act of academic dishonesty is any attempt to gain unfair academic advantage or to assist others in doing so. Academic dishonesty includes, however is not limited to: cheating, plagiarism, collusion, falsifying academic records, and the intentional misrepresentation of facts.

#### **Examples:**

- \*Ignoring or failing to comply with the instructions of a teacher or other invigilator proctoring an assignment or assessment.
- \*Gaining unauthorized prior knowledge of assessments and/or providing such knowledge to others.
- \*Transmitting or receiving information electronically related to the content of graded or ungraded work.
- \*Copying or permitting the copying of graded or ungraded work.
- \*Incorporating the information, ideas, words, graphics, text, or artwork of another source into your own work without appropriate acknowledgement of the source(s).
- \*Downloading or cut/pasting intellectual property from the internet in whole or in part and inserting it into one’s own work without appropriate acknowledgement of the source(s).
- \*Using work created previously (in any course of study) to substitute for a current or future assignment without the instructor’s prior knowledge AND approval.
- \*Unauthorized collaboration/collusion with another person in drafting/finalizing assignments or assessments.
- \*Having others complete assignments/assessments on your behalf.

*Serving a diverse and dynamic community, rampart High School ensures that all students explore and understand their uniqueness through educational experiences and curriculum based on rigor, relevance, relationships, and respect, in a safe and innovative learning environment that is dedicated to excellence.*

## **STAKEHOLDER RESPONSIBILITIES**

### **Student:**

The student will read, understand and follow the RHS Academic Honesty Policy (RHS Student Handbook) as well as the RHS IB/DP Academic Honesty Policy (IB Office) and specifically the meanings of and differences between 'collusion', 'plagiarism' and 'malpractice' as defined by the International Baccalaureate Organization (IBO).

The student will assume responsibility for ensuring that all their academic work is authentic; and that when the thoughts, ideas and intellectual property of others is consulted those entities are properly acknowledged.

The student will report any observed violations of the Academic Honesty Policies to their teacher or the Diploma Programme Coordinator (DPC) immediately.

### **Parent:**

The parent will read, understand and follow the RHS Academic Honesty Policy (RHS Student Handbook) as well as the RHS IB/DP Academic Honesty Policy (RHS IB/DP Office), and specifically the meanings of and differences between 'collusion', 'plagiarism' and 'malpractice' as defined by the IBO.

The parent will actively promote academic integrity through the tenets of the RHS Academic Honesty Policy and the RHS IB DP Academic Honesty Policy. Parents will encourage their child toward school officials for clarifications as soon as possible if questions arise.

The parent will support RHS consequences/disciplinary action for integrity violations.

### **Teacher:**

The teacher will review the Academic Honesty Policies with each class each semester paying special attention to defining appropriate and permissible "collaboration" and concisely address the meanings of and differences between 'collusion', 'plagiarism' and 'malpractice' as defined by the IBO .

The teacher will assign problems and projects which encourage original thought through application, synthesis, analysis, and creation. Teachers will provide appropriate citation guidance as it applies to their content area.

The teacher will uphold the RHS IB/DP Academic Honesty Policy and investigate all integrity violations immediately, thoroughly, and equitably (see 'Procedures' below).

### **Administrator:**

The administration will establish and maintain a school culture which actively promotes academic integrity.

The administration will ensure that all students, parents and staff have access to the RHS Academic Honesty Policies.

The administration will enforce the Academic Honesty Policies fairly, equitably, and consistently.

## PROCEDURES AND CONSEQUENCES

### Procedures:

Upon the suspicion and/or determination of policy violation, the following procedures and consequences are recommended in the effort to support due process for all parties and in the spirit of transparent communication:

The teacher will document the violation and discuss the concerns with the student or students (in the case of a violation involving multiple students, each student will first be interviewed separately). The teacher will then immediately report the violation and the contents of the discussion in writing to the DPC and the overseeing Assistant Principal.

The Teacher and Coordinator will work together to inform parent(s) in as timely a manner as possible.

The Teacher, Coordinator, and Assistant Principal will work together (and possibly in conjunction with the Principal, the Dean of Students, and the students' Counselor) to review the case. The student's academic and disciplinary record may be consulted by Administrative Personnel and may inform the consequence/disciplinary action.

A meeting with the parent(s)/guardian(s) may be necessary to support district and/or school policy, due process, and to ensure transparent communication.

### Consequences:

A student in violation on a classroom assignment or assessment in an IB course will receive a grade of zero on the specific assignment or assessment. The overall effect of this grade on the overall final grade in the class may or may not be realized until the end of the term or semester.

A student in violation on a draft or final version of an IB internal or external assessment for an IB course will receive a grade of zero on the specific assignment or assessment IF that item is considered a "graded event" in Infinite Campus and contributes to the students' semester grade. Depending on the severity and extent of the integrity violation, the Teacher will be supported by the Coordinator and Administration in exercising their right to NOT sign off on the IBO assessment paperwork which necessarily will result in a grade of "N" for the student. An "N" grade is a condition under which the student will necessarily be rendered ineligible to earn the IB Diploma.

A student in violation may be required to engage in a restorative process which may include (but is not limited to) any or all of the following: writing a letter of apology, writing a statement of reflection about the violation, serving detention, serving Saturday school, serving suspension (in or out of school)

A student in violation may be subject to the revocation of leadership roles, and/or participation in some school activities. Violations may necessitate revocation of membership and participation in some groups such as: RHS Academic Awards program, National Honor Society(ies). A student in violation may also be subject to the revocation of Val/Sal status.

A student in violation may be subject to consequences impacting post-secondary options including the declination of a staff member to write a letter of recommendation for admission, scholarship or both; the revocation of letters of recommendation written prior to the violation; the mention of the violation in

Common Application 'follow-up's by counselors, administrators, and other school officials; and the inclusion of the event in school records as required by district policy.

#### **Communication of Academic Honesty Policy:**

All IB/DP Diploma and Anticipated candidates will receive a copy of the Academic Honesty Policy at the beginning of the school year. Students will read and sign a copy of the Policy. The Policy will be revisited verbally with students throughout the year during Academic Time by the DPC and in DP classes by DP Faculty.

Teachers, counselors, and administration will be issued electronic copies of the policy at the beginning of the school year.

Electronic copies of the Policy will be placed on the RHS DP website.

#### **Timeline for Revision:**

The Policy will be discussed during a spring semester IB/DP full faculty meeting of every year for any necessary amendments. All changes will be communicated to students, teachers, counselors, and administration through print, electronic copies, publication on the RHS website. If necessary, additional meetings will be held as needed.

*Notes:*

*\*Consequences will be determined on a case-by-case basis. For reasons of confidentiality, details of the violation and consequences shall be limited to only those staff members for whom this information is compulsory.*

*\*\*IB Diploma students shall be held to all of the specific guidelines related to academic honesty as outlined by the International Baccalaureate Organization in their "General regulations: Diploma Programme" publication.*

*\*\*\*This policy was developed in collaboration with RHS IB/DP teaching faculty and administration and consideration was amply given to a significant number of existing policies from across the nation and world.*

*Sources:*

*General regulations: Diploma Programme, September 2016*  
*Academic Honesty in the IB Educational Content, November 2016*  
*Carroll, October 2012*  
*Niwot High School Academic Honesty Policy*  
*Rampart High School Academic Honesty Policy*

*rev. 04 APR 2018*