

## Academic Integrity Policy

Ronald Reagan High School is in full compliance with the rules of the International Baccalaureate Organization concerning academic honesty. In the IBO Guide to Academic Honesty, malpractice is defined as “Behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.”

Students and staff should take into consideration the IB Learner Profile traits, in particular, the trait of principled. As stated by IB, Principled learners “act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.”

The following definitions are included within malpractice:

- Plagiarism: the representation of the ideas or work of another person as the candidate’s own.
- Collusion: supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another.
- Duplication of work: the presentation of the same work for different assessment components and/or diploma requirements.
- Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Violation of the Academic Integrity Policy is defined as:

*“Any act in which a student obtains or provides help on an assignment that is to be completed solely by the student. This can be done in such ways as plagiarizing, copying, using unauthorized devices, or any other act that is deemed to be dishonest.”*

### **Implementation of the Academic Integrity Policy at Ronald Reagan High School for the Diploma Programme, Career-related Programme and Middle Years Programme**

The Academic Integrity Policy can be found on the school website and in teachers’ syllabi.

The administration and staff members of Ronald Reagan High School regard plagiarism as a serious academic offense. Our students are required to submit work that is either completely original or that is properly cited, according to the directions of any given assignment. Students are made aware in all classes that plagiarism can occur in many forms beyond writing: i.e., visual arts, music, computer science, mathematics, and scientific work can also be plagiarized. It is critical that our students understand that unauthorized collaboration on a classroom assignment is also considered to be plagiarism. In all academic work (and especially when writing papers) learners are building upon the insights and words of others. A conscientious writer must always distinguish clearly between what has been learned from others and what he/she is personally contributing to the reader’s understanding. To avoid plagiarism, it is important that students understand how to attribute words and ideas to their proper sources.

Papers that contain plagiarized work will be given a grade of zero and returned to the student. The teacher, in collaboration with the department chair and administration, will decide on appropriate consequences, which may include: replacement of the work, retention of the grade of "0", or in some circumstances a suspension. Refer to the teacher's syllabus for individual consequences for violations of this policy.

Examples of conventions of citing and acknowledging original authorship include:

- Chicago style in Humanities
- MLA in Literature
- APA in Psychology

### **The use of Artificial Intelligence Tools**

As noted in Appendix 6 of IB's Academic Integrity Policy, the use of artificial intelligence is not banned by either IB or Reagan. However, students must know the following:

- Students must always be able to speak to their work
- Teachers must have steps in place to ensure they have "seen the student develop the work over a period of time" (reflections, drafts, meetings, etc)
- IB does not regard any work produced - even in part - by AI tools to be their own. Therefore, as with any quote or material from another source, it must be clear that any AI-generated text, image or graph included in a piece of work has been copied from such software and cited as such.
- The software must be credited in the body of the text and appropriately referenced in the bibliography.
  - Failure to do so is a form of academic misconduct.

### **Expectations and Responsibilities of the School Community**

The Head of School at Reagan High School will ensure that:

- All stakeholders understand what constitutes academic honesty, authentic work, and the consequences of malpractice.
- All students receive guidance on the skills of academic writing and proper citation.
- The Academic Honesty Policy is reviewed annually

All Reagan High School classroom teachers will ensure that:

- Students are given multiple opportunities to practice writing where sources must be cited.
- To the best of the student's knowledge, all work submitted for assessment is authentic, with the works of others fully and correctly acknowledged.
- School internal deadlines for turning in assessments are met.
- Reagan's policies regarding academic honesty are conveyed and maintained in their classes.

All Reagan High School IB project supervisors will ensure that:

- Students have met with their supervisors at least three times
- All work produced is authentic and not plagiarized or copied without citations

Reagan High School students will ensure that:

- All Reagan High School policies regarding academic honesty are followed.
- All work submitted for assessment is authentic and properly cited.

Reagan High School parent/guardians will ensure that:

- Parents will ensure that their child(ren) have read and understand the Academic Integrity Policy
- All work submitted by their child(ren) is authentic and properly cited
- Parents will encourage their child to follow suggestions from teachers to improve opportunities to practice the concepts of academic integrity.

### **IB Diploma Testing Sessions**

For all cases of malpractice in relation to the IB examinations hosted in May, the IB Diploma Programme Coordinator will send a report to the coordinator help desk (help@ibo.org) at the International Baccalaureate Curriculum and Assessment Centre (IBCA) in The Hague. The report will be sent so that it will reach the coordinator help desk within ten days of the examination in which the incident occurred. IBCA will determine the next steps to follow in determining consequences for the offending student(s).

The Diploma Programme and Career-related Programme Coordinators of Reagan High School will ensure that all rules and regulations regarding IB examinations are followed, including:

- All rules regarding IB testing are followed and proper conduct by all candidates is maintained in the testing room.
- IB exam materials are kept in a safe, locked area free from access to anyone but her/himself.
- All testing students sign a Declaration of Academic Honesty affirming that all work submitted for assessment will be their own work.
- All testing students receive a copy of the IB Code of Conduct before taking their IB exams.
- Proper space is kept between students in the testing room, with all students facing forward.
- The appropriate number of invigilators are assigned to each testing room so that adequate supervision can take place.
- All invigilators have a complete copy of the regulations, and understand and comply with these rules.
- Safe conveyance of exam materials to the assigned examiner.
- No copies of an IB exam are released prior to the 24 hour regulation.
- No discussions about the content of an IB exam occur prior to the 24 hour regulation.

### **Procedures for Reporting, Recording, and Monitoring**

The school has established procedures for reporting suspected violations of academic honesty, which includes:

- Reporting to a designated staff member.
- Recording incidents for review and monitoring compliance with the policy.
- Maintaining confidentiality throughout the process.

### **Rights of Students**

Students suspected of academic misconduct retain the right to:

- Be informed of the allegations against them.
- Present their case and provide evidence.
- Appeal decisions regarding breaches of the policy.

## **Consequences of Academic Misconduct**

Violations of the Academic Honesty Policy may result in the following consequences:

- Submission of work with plagiarized content may receive a grade of zero, with the option for remediation at the discretion of the teacher.
- Possible disciplinary action, depending on the gravity of the misconduct.
- In cases of misconduct during IB examinations, the IB Diploma Programme Coordinator will report to the IB, which will determine further consequences.

The Academic Honesty Policy and its components will be posted on the school website and included in all teachers' syllabi. This policy will be reviewed and revised annually to ensure its effectiveness and relevance. All members of the Ronald Reagan High School community are expected to uphold these principles of academic honesty.

## **Scenarios and FAQs**

### **Scenarios:**

1. Scenario 1: Suspected Plagiarism
  - A teacher notices that a student's research paper contains substantial identical passages to a published article without proper citation. The teacher will report the suspicion to the designated staff member, who will initiate an investigation and follow the procedures for recording the incident.
2. Scenario 2: Unauthorized Collaboration
  - Two students submit nearly identical assignments for a group project, despite only being required to submit individual work. The teacher discovers the similarity and will address it by collecting input from both students and reporting the incident for further review.
3. Scenario 3: Use of AI Tools
  - A student submits an essay generated predominantly by an AI tool without proper citation. The teacher will first talk to the student about their work, determining if they can explain their contributions. If not, the incident will be reported as a breach of academic honesty.
4. Scenario 4: Misconduct During Examinations
  - A student is found with unauthorized study materials during an IB exam. The invigilator will immediately isolate the student and report the incident to the IB Diploma Programme Coordinator, who will follow up with the necessary reporting to the IB.

### **FAQs:**

1. Q: What should I do if I suspect a classmate of academic misconduct?
  - A: You should report your concerns to a designated staff member, such as a teacher or an IB Coordinator, while ensuring confidentiality.

2. Q: How will my case be handled if I am accused of academic misconduct?
  - A: You will be informed of the allegations against you and given an opportunity to present your case and any supporting evidence before any decisions are made.
3. Q: What happens if I disagree with the consequence assigned to me?
  - A: You have the right to appeal the decision by following the school's appeal process, which will be outlined during the investigation.
4. Q: Will my parents be informed if I am accused of academic misconduct?
  - A: Yes, parents/guardians will be notified as part of the school's protocol for handling instances of academic dishonesty.
5. Q: Can I be punished for unintentional plagiarism?
  - A: While unintentional plagiarism may be considered less severe, it is still a violation of the Academic Honesty Policy. You will be allowed to discuss the situation and may have the opportunity for remediation.
6. Q: Are there resources available to help me understand proper citation?
  - A: Yes, the school provides guidance on academic writing and citations through workshops, teacher resources, and access to writing centers to help you navigate proper citation practices effectively.

Appropriate Assessment Behaviors - Students	
Internal	External
<ul style="list-style-type: none"> <li>• Ensure all work done is the students own</li> <li>• Utilize appropriate and correct reference techniques (e.g.: APA, MLA) for external research and AI use</li> <li>• Submit requested work to TurnItIn and other originality check software</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all work done is the students own</li> <li>• Only use provided and/or approved resources</li> <li>• Maintain confidentiality about exam content per the instructions provided by coordinators at the start of each exam session</li> </ul>

Appropriate Assessment Behaviors - Staff	
Internal	External
<ul style="list-style-type: none"> <li>• Explicitly request &amp; teach a reference modality that is aligned to the subject group</li> <li>• Review student work to ensure originality</li> <li>• Utilize school provided resources to check originality of student work</li> <li>• Follow-up with students who need</li> </ul>	<ul style="list-style-type: none"> <li>• Advocate to students to use appropriate assessment behaviors during exam sessions</li> <li>• Explicitly teach how to use IB provided and/or approved resources (e.g.: data booklets, calculators)</li> <li>• Explain explicitly the importance of confidentiality about exam content</li> </ul>

support in submitting original work	immediately following exam sessions
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Refer to this website from Perdue for more information about citing sources.

- [https://owl.purdue.edu/owl/research\\_and\\_citation/resources.html](https://owl.purdue.edu/owl/research_and_citation/resources.html)

### Sources for Policy Development

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The Reagan Learning Team also drew upon ideas and wording from the following school assessment policies:

- Troy High School, Fullerton, California, USA
- Willow Glen High School, San Jose, California, USA
- Rufus King International High School, Milwaukee, WI
- The International School at Dundee, Riverside Connecticut, USA

*Last modified December 2024*