



# WINTER PARK HIGH SCHOOL INTERNATIONAL BACCALAUREATE HONOR CODE



As a student of the IB programme at Winter Park High School, you are expected to maintain the highest standards of academic integrity. All IB students are required to exhibit behavior consistent with the Orange County Public Schools Student Code of Student Conduct.

The Orange County Code of Student Conduct refers to academic misconduct as cheating and defines it as “willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test.” In addition to disciplinary action, the student may receive no credit for the assignment, test, or exam at the discretion of the teacher.

The faculty members are opposed to academic misconduct whether deliberate or inadvertent for several reasons:

- Students who are mature enough to select a difficult and valuable programme must also be mature enough to face a low grade when they’ve earned it.
- Academic misconduct allows a student to receive the same or better grade than students who have put in the time and effort to master the material. Dishonestly inflated grades unfairly raise the cheater’s grade point and class rank, simultaneously lowering the rank of students who practice and value academic integrity.
- Not only does academic misconduct misrepresent a student’s mastery of the subject, it also distorts the teacher’s perception of curriculum effectiveness and class progress.
- The threat of academic misconduct forces the teacher to patrol and sleuth. These are activities that reduce the amount of time he or she has available for productive teaching and course improvement.

So that the expectations of the Winter Park IB Stakeholders are clear, we have compiled an initial list of behaviors we unanimously agree are possible forms of academic misconduct, and is not limited to only this list:

- Looking at work/exam of a student or checking out items on teacher’s desk to see what might be helpful.
- Plagiarizing another’s words or ideas (including data downloaded from the internet) in a report, research paper, or Extended Essay. Plagiarism is defined as representation, intentionally or unwittingly of ideas, or work of another person without proper, clear and explicit acknowledgment.
- Telling or asking someone about the content and questions on a test or quiz.
- Conferring with other students or adults on a take-home exam when the work is expected to be your own.
- Writing notes in a convenient place and referring to them during a test or quiz.
- Sliding your paper into the viewing range of another student during a test or quiz.
- Working out signals and using them to help someone on a test or quiz.
- Misrepresenting the submission of information (events, hours, or other data) for your CAS component.
- The copying of any independently designed assignments.
- Using online websites/internet to use teacher edition, answer and solution sheets, and workbooks.
- Sending/receiving digital copies/photos/texts of schoolwork/tests/exams/quizzes/labs/assessments/etc, with intention of giving or receiving an unfair advantage.
- Misuse of digital devices to give/receive an unfair advantage, including but not limited to notes, homework, tests, graded activities in class, projects, papers, and so forth
- Viewing, copying, pasting other student’s online assignments in Canvas, Google Drive, etc.

International Baccalaureate policy on academic misconduct is as follows:

*Where academic misconduct is proven, a grade of “N” is awarded and no further registration by the candidate is allowed. If academic misconduct, collusion or plagiarism is suspected in external or internally assessed components of the examination, IBO must be contacted immediately.*

Both IBO and WPHS treat academic misconduct as a serious matter. In addition to receiving disciplinary action, a student who is found guilty of academic misconduct will be recommended for removal from the WPHS IB programme. Also, he or she will not be recommended for National Honor Society or any other honor societies; if the student is already a member, the sponsor of the organization and the principal will be notified.

Whether you are specifically asked to sign the honor pledge for each IB assignment or not, it will be understood that as an IB student you will *always* be able to sign the following:

**“On my honor, I promise that I have neither given nor received help on this assignment/examination, nor will I pass on information to others. I have read, understand, and agree to the terms of the IB Honor Code.”**

Student Name (Print) \_\_\_\_\_

**OVER** 

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## IB Honor Code Process



A faculty member completes an IB Malpractice Form or a Faculty Report Form and submits it to the IB Coordinator.

For the first instance of cheating, plagiarism, and other **Level 1 Discipline infractions**:

- a. The teacher and IB Coordinator meet with the individual student to discuss the incident, giving the student a chance to confess to his or her actions.
- b. If the student confesses or the accusation can be irrefutably proven, the teacher calls the parents to inform them of their student's behavior.
- c. The student receives a zero for the assignment.
- d. The student will complete an IB Malpractice Form, and The IB Coordinator will complete an IB Malpractice Form.
- e. Both copies will be kept in the student's conduct files, and the incident will be logged in the Honor Code Violation Tracker kept in the IB Coordinator's Office.

For the second or subsequent incidences of cheating, plagiarism, and other **Level 1 Discipline infractions**:

- a. An IB Honor Council made up of 7 people, one instructor from each of the six academic disciplines, and across a variety of grade levels, and the IB Coordinator is convened.
- b. The faculty member who has written up the infraction presents the evidence of the student's actions.
- c. The student responds to the allegation and answers questions from any of the IB Honor Council members.
- d. The student and the faculty member bringing the allegation will be asked to leave and allow the IB Honor Council members to consult regarding their recommendation of action.
- e. The recommendation of the IB Honor Council is given to the school's Administration for final approval and/or implementation. A formal referral is filed with the Deans' Office.

For any **Level 2-4 Discipline infraction(s)** referred to the IB Coordinator as a violation of the IB Honor Code, the IB Honor Council is immediately convened and follows the same procedures as outlined above for the second incidence of a **Level 1 Discipline infraction**.

**“On my honor, I promise *I have read, understand, and agree to the terms of the IB Honor Code Process.*”**

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_