

Winter Springs High School
International Baccalaureate World School:

Academic Honor Code
and Policy

WSHS INTERNATIONAL BACCALAUREATE

WORLD SCHOOL HONOR CODE

Hello, Winter Springs High School International Baccalaureate World School Students and Parents! We commend your students for partaking in the rigorous academic challenge presented within the IB Pre-Diploma and Diploma Programme. Of the many goals Winter Springs High School and IB has for your students, of paramount importance is in their ability to become principled lifelong learners. As such, we have created an academic honor code that will both define and give the students the tools to uphold academic integrity. Please review this document carefully and return your signed copy according to teacher instructions.

As a student of the International Baccalaureate (IB) World School at Winter Springs High School, you are expected to maintain the highest standards of academic integrity. All IB students are required to exhibit behavior consistent with the Seminole County Public Schools Student Conduct and Discipline Code.

The Seminole County Student Conduct and Discipline Code asserts that all students maintain a “high standard of honesty and conduct” to sustain a reputation of high academic achievement. As such, all SCPS students shall refrain from all forms of academic dishonesty such as cheating, plagiarism, misuse of electronic communication, or other deceitful means of obtaining inflated grades. In addition to receiving the consequences listed below, students found in violation of the WSHS IB Honor Code may face removal from the Pre-Diploma or the Diploma Programme.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Zero on assignment	Zero on assignment	Zero on Assignment
Parent Contact	In-School Suspension or equivalent	Out-Of-School Suspension or equivalent
Lunch Detention or Clean Up Duty	Invocation of Citizenship Standards*	Invocation of Citizenship Standards*

**Citizenship Standards Can be found on page 24 of the SCPS Student Conduct and Discipline Code. This document can be found at <https://www.scps.k12.fl.us/resources/documents/StudentConductDisciplineCode.pdf>. It is recommended that students review these standards as honor code violations can result in the loss of extracurricular activities.*

The WSHS IB 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 have not 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.

Student Responsibilities

It is the responsibility of students to make themselves aware of this Academic Honor Code and Policy and to follow it in good faith. In accordance with this policy, students are expected to refrain from actions or

activities that are academically dishonest or undermine the legitimacy of their classes and coursework. In effort to be transparent and the expectations of the Winter Springs IB Stakeholders are clear, the following is an initial list of behaviors that IB teachers unanimously agree are *POSSIBLE forms of academic misconduct. Students are expected to avoid doing the following:

- 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, videos, or texts of schoolwork, tests, exams, quizzes, labs, assessments, etc, with the 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.
- Self-Plagiarism: recycling or reusing one’s own specific words from previously submitted assignment in effort to complete or feign completion of a different assignment. This can include errors in scanning online assignments, submission of already completed assignments through a digital resource, or the changing of a title of an assignment to represent an assignment that was not completed by the student.
- Plagiarism in Language B: The use of electronic translators or human assistance. Submitting any work that contains phrases, structures, or tenses not studied.

Note that this list merely provides examples of student misconduct and is not intended to be the only infractions that count as “academically dishonest”.

Teacher Responsibilities

For the sake of clarity and respect to all students, this policy and an open dialogue regarding academic honesty will be discussed and taught in the TOK course during Junior year. The goal of this dialogue is to clearly articulate the goals and expectations of the DP program, discuss how this policy ensures the integrity of their work, and discuss how student actions can impact one another and that personal integrity can lead to mutual respect.

In the spirit of the IB Learner Profile, teachers are to keep in mind that there are possible reasons and circumstances that could justify why a perceived infraction has taken place. In the interest of fairness, the expectations of academic integrity must be made clear to students. This is especially true when it comes to the nature of group work in class. As each class dynamic is different and controlled by the interests of the DP teacher and their chosen curriculum, it is therefore important to make clear to students what types of activities are unacceptable for group work.

In the interest of respect, students who fail to turn in work on time or who turn in plagiarized work will have the opportunity to present their case to the teacher and the IB Coordinator, if necessary. The process for doing so is illustrated in the Complaints Policy. Because of the potentially severe consequences related to an academic honesty infraction, this process ensures that students have the ability to state their case and make recompense.

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 the International Baccalaureate Organization and WSHS 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 WSHS 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 in acknowledgement of the following statement.

“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.”

This Policy will be reviewed annually with the IB Leadership Team and Teachers.

Resources used in document:

IBO: “Academic Honesty” and “The Diploma Programme: From principals into practice”
Seminole County’s Student Conduct and Discipline Code
Winter Park High School Honor Code with permission

Winter Springs High School

Pre-Diploma Programme /International Baccalaureate Programme

HONOR CODE AGREEMENT

I hereby resolve to uphold the Honor Code of the Pre-Diploma Programme / International Baccalaureate Programme at Winter Springs High School. I shall refrain from all forms of

academic dishonesty including but not limited to plagiarism, collusion, cheating, duplication, fabrication, or other deceitful means of obtaining inflated grades.

Academic honesty and integrity are essential to any academic community. Without committing to a high standard of honesty and conduct, the reputation of the school and of the International Baccalaureate are compromised.

I understand that the Pre-Diploma Programme / International Baccalaureate Programme course of study is rigorous, and while group study is both accepted and encouraged, ethical conduct is always expected. Academic violations of the Honor Code consist of the following: copying or representing another’s work as one’s own; allowing one’s work to be copied or submitted by another person; giving or receiving any unauthorized aid or assistance on any form of academic work; submitting the same academic work, original or revised, for any classes or assignments; and utilizing false information or citations within any form of academic work or altering a graded academic work in order to claim error in grading.

It is the responsibility of all students of the Pre-Diploma / International Baccalaureate community who have knowledge that a student has violated the Honor Code to come forth and report any form of Honor Code violation.

I understand that breaches of the Honor Code may result in my removal from the Pre-Diploma Programme / International Baccalaureate Programme.



Name of Student (please print): _____

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

Parent Signature: _____ Date _____

(Student/Parent Copy: Keep for your records)

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Pre-Diploma Programme /International Baccalaureate Programme

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(IB Coordinator Copy: Must be returned to IB Coordinator)

WSHS International Baccalaureate World School Honor Code Process

The Honor Code Process delineates for students the steps taken in instances of cheating and will be adhered to. Failure to sign or return the honor code sheet will result in a meeting with the IB Coordinator. All student must return this sheet with student and parent signatures.

Level I Offense

1. Report of cheating through referral to the Dean of Discipline

2. Investigation by Dean (student will be given the opportunity to provide their own statement regarding the infraction).
3. If applicable consequence for infraction assigned and parent contact made
4. Assistant Principal notified of infraction. AP will be given a copy of the referral and student statement to be kept in student records.

Level 2 Offense:

- 1.) Report of cheating through referral to the Dean of Discipline
- 2.) Investigation by Dean (student will be given the opportunity to provide their own statement regarding the infraction).
- 3.) If applicable consequence for infraction will be In-school Suspension and SCPS Citizenship Standards will be invoked. Parent contact will be made.
- 4.) Assistant Principal notified of infraction. AP will be given a copy of the referral and student statement to be kept in student records.
- 5.) Student and Parent will be required to schedule and Parent/Administrator Conference and sign an IB Citizenship Agreement.

Level 3 Offense:

- 1.) Report of cheating through referral to the Dean of Discipline
- 2.) Investigation by Dean (student will be given the opportunity to provide their own statement regarding the infraction).
- 3.) If applicable consequence for infraction will be Out-of-School Suspension and SCPS Citizenship Standards will be invoked. **Student will be removed from the IB Programme.**

“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: _____

(Student/Parent Copy: Keep for your records)

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