



Academic Honesty Policy

International Baccalaureate Diploma Programme

Washington-Lee High School

Last Revised January 2019

Introduction and Purpose

The purpose of this document is to

- Communicate to all stakeholders in our school community – administrators, teachers, students, and parents – the importance of promoting personal integrity and making ethical decisions.
- Define cheating, plagiarism, lying, and stealing.
- Describe the procedure and consequences for candidates found guilty of malpractice.
- Describe the roles and responsibilities of the school and student in detecting and preventing malpractice.

This document draws its authority from the IBO *Academic Honesty* (2007), *IB Learner Profile* (2013), and *Diploma Programme: From Principles to Practice* (2015). This honor policy was created by an Academic Integrity Committee that consisted of various teachers and administrators. It is reviewed annually by the Academic Integrity Committee.

IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

Inquirers We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled We 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.

Open-minded We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced We understand the importance of balancing different aspects of our lives--intellectual, physical, and emotional--to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Programme Philosophy

Washington-Lee High School (WLHS) serves the citizens of Arlington, Virginia's geographically smallest county, located across the Potomac River from the District of Columbia. We educate one of the nations' most diverse and sophisticated student populations – students come from 71 countries and speak 45 different languages. We serve students with a range of programs designed to meet individual needs. Our mission is to prepare and support all students to strive for the best, to become life-long learners, and to become successful, active members of the global community.

WLHS supports the tenets of IB in regard to Academic Honesty. "All coursework—including work submitted for assessment—is to be authentic, based on the student's individual and original ideas with the ideas and work of others fully acknowledged." Additionally, as we seek to prepare and support our students for life in the global community, our aim is to develop principled young people who possess "integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere."

Washington-Lee Honor Principle Preamble

As mature individuals in the Washington-Lee High School community, worthy and capable of maintaining a bond based on honor, all students declare their intent to learn, work, and conduct themselves at all times in accordance to the expectations set forth by the principles of our Generals' Pride:

- Valuing education
- Following the rules
- Maintaining self-control
- Working to the best of our abilities
- Respecting the properties of others
- Being courteous to others
- Respecting the diversity of all cultures, creeds, or sects
- Being responsible for our actions
- Preparing for our future

I agree that:

- I expect the highest level of social responsibility from myself, my peers and other members of this community.
- I believe our community is capable of maintaining an environment based on honor.
- I accept the responsibility of governing my own behavior through practices and procedures based on mutual trust and respect.

To this end, as a student at WLHS:

- I will not lie, cheat, or steal nor will I tolerate such behavior from any member of the WLHS community.
- I will not disrespect, slander, injure, or embarrass any member of the WLHS community.

- I understand that there are disciplinary consequences for the below-listed infractions of the Honor Code.
- I will be asked to sign an Honor Pledge when submitting assignments.

Honor Pledge

WLHS recommends that every teacher require his or her students to sign the Washington-Lee Honor Pledge on each assignment turned in. Students can find the pledge in their student handbook. By signing the pledge, students acknowledge they understand the Honor Policy and have not violated it. A sample pledge is listed below.

“On my honor, I pledge that I have neither given nor received information on this assignment.”

Infractions and Consequences

The following is a list of infractions that, if committed, will result in appropriate consequences.

Cheating

- Copying someone’s homework, quiz or test answers, or teacher manual.
- Allowing another student to copy from your work (homework, classwork, essays, test answers, research, lab reports, or anything else specified by a faculty member or school administrator).
- Using “cheat sheets”, writing hints or answers on any article of clothing, skin, or anything that can be accessed during the test.
- Plugging formulas into calculators, cell phones, or any other electronic device, unless specifically allowed by the appropriate staff member.
- Recycling work from a previous class or assignment.

Plagiarizing

- Using someone else’s work without citing the source.
- Using any type of technology in an inappropriate manner and/or using information from these technological sites and passing it off as one’s own, original work.

Lying

- Purposely misrepresenting the truth.
- Forging signatures on any document.

Stealing

- Taking another person’s tangible property without permission.
- Going through someone else’s personal property, including such items as lockers, backpacks, notes, cell phones, without the owner’s permission.

Consequences

- Level “0” is a minor infraction that a teacher handles inside the classroom.
 - Consequences are handled on an individual basis by each teacher.
 - The student’s counselor receives a signed copy of the Teacher Intervention Form to place in the student’s file as documentation of a Level “0” offense.

- A subsequent infraction (on any assignment/class while at WLHS) will be treated as a Level “1” or “2” infraction.
- Level “1” is the first infraction in which a teacher involves the student’s counselor and parent/guardian in a formal meeting.
 - Grade of zero received on the assignment.
 - Included in student’s official record.
 - Any subsequent infractions are considered Level “2”.
 - The administration may assign additional penalties based on the severity of the offense.
- Level “2” is any subsequent infraction in which a teacher involves the student’s counselor, parent/guardian, Assistant Principal, and IB Coordinator in a formal meeting.
 - Grade of zero received on the assignment.
 - Included in student’s official record.
 - Activity sponsors and coaches are notified.
 - Will be reflected in information provided to colleges and employers.

School Responsibilities

All teachers and administrators approach honor in an educational and ethical manner. All staff members agree to the responsibilities listed below.

- Review Honor Code policies with students at the beginning of the school year and throughout the year, as applicable.
- Serve as an active deterrent to breaches of testing protocol by consistently monitoring students both in and out of the classroom.
- Provide clear instructions and expectations for assignments including guidelines for complying with the Honor Code.
- Regarding possible infractions:
 - Notify counselor in writing, including submitting the Teacher Intervention Form.
 - Notify parent/guardian (confirmed personal contact).
 - Meet with student and counselor (parent/guardian will also be invited).
 - Complete incident report.

Staff alertness and reasonable preventive practices constitute significant deterrence. Arlington Public Schools maintains a subscription to Unicheck.com, an online service which scans students’ papers for material copied from the Internet. This service is utilized as a preventive measure by all departments requiring research papers and fiction writing by having papers scanned during the editing process of writing.

Academic Honesty Policy Review

This policy is reviewed at the end of each school year by the Academic Integrity Committee. This policy can be downloaded electronically from the W-L IB website. For additional information, please contact the WLHS IB office at 703-228-6234.