

# EL SERENO MIDDLE SCHOOL AND WOODROW WILSON HIGH SCHOOL ACADEMIC INTEGRITY POLICY

## Part I: Guiding Principles

El Sereno Middle School and Woodrow Wilson High School's Academic Honesty Policy holds students, parents/guardians, faculty/staff, and community stakeholders responsible for producing authentic work and demonstrating honesty and integrity. This policy incorporates and encompasses the LAUSD School-Wide Positive Behavior Support Policy, the International Baccalaureate Learner Profile, and at Wilson High School, the *MULES PAC 5* is added to align with the Personal Accountability Contract (PAC).

### International Baccalaureate (IB) Learner Profile

#### Learners strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-Minded
- Caring
- Risk-Takers
- Balanced
- Reflective

### Woodrow Wilson High School "MULES PAC 5"

#### Students practice:

- **Modeling** honesty, integrity, and responsibility
- **Understanding and respecting** each other and our difference
- **Listening, speaking, acting, and writing** with empathy and compassion
- **Engaging** in safe activities and healthy relationship
- **Striving** for academic and personal excellence

## Part II: Definitions

**Academic integrity** is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work (IB Academic Integrity Policy). This means that students demonstrate proper conduct in relation to producing work and taking exams. They also take ownership of *their* work.

Concepts that relate to academic integrity and misconduct *include, but are not limited to*: authenticity of work, intellectual property, plagiarism, collusion and cheating, and proper conduct during testing procedures.

### Important Definitions

**Malpractice** includes behavior that results in, or may result in, the candidate/student or any other candidate/student gaining an unfair advantage in one or more assessment components. Malpractice includes plagiarism, collusion, and/or duplication of work.

**Plagiarism** is the representation of the ideas or work of another person as the candidate's/student's own.

**Collusion** is defined as supporting malpractice by another candidate/student, such as allowing one's work to be copied or submitted for assessment by another.

**Duplication of work** is the presentation of the same work for different assessment components and/or diploma requirements.

(Taken from "Academic Honesty in the Diploma Programme")

## **Part III: Responsibilities**

### **School leadership team**

- Ensure regular review of Academic Integrity Policy.
- Ensure all stakeholders have a common understanding of the Academic Integrity Policy and know what constitutes academic misconduct.
- Ensure all staff and students are held accountable to policy when academic misconduct occurs.
- Notifies IB and collaborates with IB in case of any breach of policies or necessary investigation

### **Programme Coordinators**

- Ensure that all IB policies are applied fairly and consistently.
- Ensure that all stakeholders are informed of and have access to Academic Integrity Policy.
- Report and supervise instances of academic misconduct.
- Ensure the secure storage of examinations (Diploma Programme only)

### **Teachers/Staff**

- Ensure students understand what constitutes academic misconduct and possible consequences.
- Confirm, to the best of their knowledge, that all candidate/student work accepted or submitted for assessment is the authentic work of each candidate/student.
- Detect plagiarism, collusion, or duplication of work, and either address misunderstandings or refer for disciplinary action.
- Support and comply with the school's policy, acting as role models for candidates/students.
- Teach candidates/students how to acknowledge all sources as well as provide examples using MLA or APA guidelines.
- Sign a statement verifying to the best of their knowledge, that the work submitted by each student is authentic as required.

### **Students**

- Complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities.
- Give credit to used sources in all work submitted to teachers and/or to the IB for assessment in written and oral materials and/or artistic products (See Online Writing Lab at Purdue University at <http://owl.english.purdue.edu> or other approved college citations sites for more information).
- Abstain from receiving and/or giving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites.
- Hold each other accountable by responding to acts of misconduct and report them to a staff member.
- Sign a cover sheet for all externally assessed work (excluding the May exams), verifying that their work is authentic.

### **Parents**

- Understand what constitutes student academic misconduct and maladministration and its consequences.
- Support their child's understanding of academic integrity
- Abstain from giving or obtaining undue and/or unauthorized assistance in the completion of their children's work.
- Submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children.

## **Part IV: The Principled IB Student**

### **The academically honest student in the International Baccalaureate Programme:**

#### **DOES**

- Their own work.
- Acknowledge help from parents, peers, and community members.

- Acknowledge the source of direct quotations and ideas that have been paraphrased in a legitimate manner to acknowledge the source of ideas.
- Acknowledge information taken from books and digital resources (including the Internet).
- Acknowledge reference materials in a bibliography.
- Know what constitutes cheating and abides by the rules.
- Bring the effort of others who cheat to the attention of school officials.
- Follow all exam rules and teacher instructions.
- Collaborate with other students in an honest and legitimate manner.

### **DOES NOT**

- Use notes during a test unless allowed by a teacher.
- Copy from another student during a test.
- Copy from the homework of another student.
- Hand in work as their own that has been copied.
- Do homework for another student.
- Give another student his/her own work to copy.
- Communicate with other students during a test.
- Take unauthorized materials into an exam room or use unauthorized materials.
- Misbehave during an exam.
- Impersonate another student.
- Steal exam papers.
- Does not use Chat GPT when expected to produce authentic, unassisted work.
- Disclose or discuss content of an exam with a person outside the school community within 24 hours of the end of the exam.

### **Part V: Prevention of Malpractice**

El Sereno Middle School and Wilson High School's policy will ensure that:

- Students and their guardians will receive The Academic Integrity Policy in student registration materials and similar language will be used in course syllabi.
- The Academic Integrity Policy will also be available on the El Sereno Middle School and Woodrow Wilson High School Websites.
- Students will participate in Research and Plagiarism lessons.
- The Academic Integrity Policy is supported and implemented school-wide and by every subject area.

### **Part VI: Detection of Plagiarism and Authenticating Student Work**

#### **Student**

- Students are responsible for identifying any passages, data, graphs, photographs, and computer programs, etc. still requiring acknowledgement and for submitting authentic work for assessment prior to signing the cover sheet for submission.

#### **Teacher**

- Teachers will receive The Academic Integrity Policy and it will be posted in the staff Schoology course.
- Teachers need to be vigilant when scoring work and notice changes in writing style that do not match past work submitted by each student, including changes in tone, writing style and/or levels of expression above and beyond the student's maturity and academic experience.
- Teachers must be vigilant that textbook passages are also not plagiarized. Supervisors for Extended Essays and Personal Project may quiz students about the content in their submitted work to verify authenticity at any point.

- If the teacher suspects that part of all of the work may be in violation of the Academic Integrity Policy, they must inform the student of the risk and their responsibility to respect the Academic Integrity Policy.
- Woodrow Wilson High School will have access to TurnItIn.com that faculty and staff will utilize to verify authenticity of candidate work and/or to detect plagiarism with consistency across subjects.

#### For Personal Project and DP Candidates:

- The teacher must be vigilant for cases of collusion or plagiarism taught by more than one teacher. All work for the same subject, such as the Theory of Knowledge essay, may be sent to the same examiner and the examiner will then identify work that is the same or very similar.
- Suspected plagiarism detected before a candidate signs the cover sheet must be resolved at the school site and not brought to the attention of the International Baccalaureate Programme.
- The school must ensure that the cover sheets are duly signed and dated. A student's signed cover sheet indicates that the final version of the work has been submitted. The student cannot later claim an incorrect version of their work was submitted for scoring. The signature of the student and the teacher on the cover sheet signifies that to the best of their knowledge the student's work is authentic.
- Any suspicion of malpractice that arises after work has been "officially submitted" to the IB must be reported to the International Baccalaureate Programme Help Desk for investigation.
- Diploma Programme and Personal Project coordinators will keep electronic copies of all student work for 3 years in case a plagiarism check is required.

### **Part VII: Consequences**

All parties are encouraged to reflect on their work so that the school environment, as it relates to academic integrity, is consistent with District, school, and International Baccalaureate Programme policies and ethos.

El Sereno Middle School and Woodrow Wilson School will impose internal sanctions when there instances of malpractice related to assignments, projects, and internal exams.

Sanctions include, but are not limited to:

**1<sup>st</sup> offense:** The student is given an incomplete for the assignment until they redo the assignment with no evidence of plagiarism. The teacher will review the El Sereno Middle School and Woodrow Wilson High School Academic Integrity Policy with the student and utilize Restorative Justice practices (such as a metacognitive reflection) to repair the harm. If the teacher determines that the offense resulted from misunderstanding or lack of education, necessary instruction will be provided. Teacher will document in the Intervention Tab in MISIS. (Support → Interventions → Add new Intervention)\*\*.

**2<sup>nd</sup> offense:** Parents/guardians will be notified by the teacher and malpractice will be documented in the Intervention Tab in MISIS. (Support → Interventions → Add new Intervention)\*\*

**3<sup>rd</sup> offense:** The teacher refers the student to the counselor by using the referrals tab in MISIS (Support → Referrals → Add new Referral) to conduct a parent conference. Malpractice will be documented in the Intervention Tab in MISIS. (Support → Interventions → Add new Intervention)\*\*

Other disciplinary consequences may be assigned, that may include being dropped from the AP class or Diploma Programme, a suspension from a sport or extra curricular activity, participation in an effective citing workshop, or the student may be ineligible for high distinctions. A parent/guardian conference will be held with an administrator.

### **Consequences specific to the Diploma Programme**

Academic misconduct during written and oral coursework/examinations may include: plagiarism, facilitating plagiarism, collusion, submitted work from a third party, duplication of work for multiple components, or falsification of data. Misconduct during an examination or behavior that threatens the integrity of the examination may include: possession of unauthorized material, disruptive behavior, exchanging information with other students, removal of secure material, impersonating another candidate, gaining access to exam papers before the scheduled time, or failing to report an incident of academic misconduct.

A level 1 penalty results in a warning letter to the student, although in some cases the level 1 penalty is not applicable. A level 2 penalty results in zero marks awarded for the component, and a level 3 penalty results in no grade awarded for the subject. In some cases no grade could also be awarded for parallel subjects. See the Diploma Programme Coordinator for specific details.

### **Additional Sanctions**

Additional consequences and sanctions may be recommended by the International Baccalaureate Programme as recommended by the International Baccalaureate Diploma Programme Academic Integrity Policy.

For further information about the (IB) International Baccalaureate Academic Integrity Policy, go to:  
<https://ibo.org/programmes/about-assessment/academic-integrity/>