



C. Leon King High School

International Baccalaureate Diploma Programme

Academic Honesty Policy

Philosophy

All students in the Pre-IB program and the IB Diploma Programme at C. Leon King High School are expected to maintain the highest standards of academic honesty.

The members of the IB faculty oppose cheating for several reasons:

- Students mature enough to participate in and benefit from a rigorous academic program should also possess the maturity to accept a low grade when they have earned it.
- Cheating 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 GPA and class rank of unethical students over those of deserving ones.
- Cheating distorts the teacher's perception of the effectiveness of his/her curriculum and teaching strategies.
- Cheating misrepresents the student's achievement to teachers, parents, and colleges.
- The threat of cheating forces teachers to constantly be alert to infractions of academic honesty; this reduces the amount of time that can be used productively in other ways.
- Nearly all religious and ethical systems condemn cheating as morally wrong.

King IB Diploma Programme Goals for Academic Honesty

- Maintain high standards of academic honesty
- Promote and support learning in a fair and equitable environment
- Provide guidance and instruction on what academic honesty is/is not
- Instill understanding of what constitutes academic dishonesty (including, but not limited to)
 - Cheating
 - Unauthorized collaboration
 - Misrepresentation
 - Plagiarism
 - Intentional
 - Technical
 - Use of digital devices to gain an unfair advantage and/or without teacher permission
 - Use of website/Internet to access teacher editions, answer/solution sheets, prohibited material, etc.
 - Unauthorized use of AI/ChatGPT
- Provide guidance and support on research skills
 - Credible/appropriate data and resources
 - Paraphrasing
 - Using quotations
 - Proper citation
 - Use of TurnItIn, as needed
- Establish and maintain the King IB Honor Council
 - The King IB Honor Council shall include pre-IB and IB Diploma Programme students:
 - Three students from the sophomore class, four students from the junior class, five students from the senior class
- Stakeholder access to Academic Honesty Policy

Stakeholders

- Students
- Honor Council
- Honor Council Supervisor/Coordinator
- Parents/guardians
- IB Faculty
- IB Counselor
- IB Coordinator
- Administration

Resources for Stakeholders

- King IB Honor Code
- King IB Honor Council Binder
- King IB Academic Honesty Policy
- IB Diploma Programme subject guides (including TOK - IB publications)
- Academic Honesty in the Diploma Programme (IB publication)
- Academic honesty in the IB educational context (IB publication)
- Diploma programme assessment procedures (latest version – IB publication)
- Conduct of the examinations booklet (latest version – IB publication)

Responsibilities IB Diploma Programme Students

- Read the C. Leon King IB DP Academic Honesty Policy and sign and abide by the Honor Code
- Commitment to academic honesty
- Report incidences of academic dishonesty
 - Although determination of whether a student has violated the Honor Code remains in the hands of the teacher, students are encouraged to report any violations that they witness to their instructor (preferably while the violation is occurring or immediately thereafter) and to the Honor Council Coordinator. In addition, students are encouraged to personally challenge the student's conduct – either face to face or in writing. Honor and integrity cannot be the sole province of the faculty – students must be part of the process. An academic community's reputation is a communal responsibility.
- Seek faculty or staff guidance when uncertain about potential academic dishonesty or malpractice

Responsibilities Parents/Family/Guardians

- Review the King IB Academic Honesty Policy
- Discuss the importance of academic honesty and integrity with your student
- Encourage your student to practice academic honesty on assignments, assessments, and CAS reporting
- Advise your student to report instances of academic misconduct to a teacher, IB Counselor, or IB Coordinator

Responsibilities of Teachers

- Teachers will monitor academic honesty in the classroom
- Teachers will model academic honesty in the classroom
- Teachers will be mindful invigilators during examinations
- Teachers will be mindful of work that is completed outside of the classroom and communicate with students their expectations of honest work

- Teachers are responsible for determining if/when students have violated the King IB Academic Honesty Policy
- Teachers can choose punitive or compensatory actions if they have determined a student has violated the King IB Academic Honesty Policy. Possible actions include, but are not limited to
 - Asking the student to redo the assignment
 - Giving the student a score of “0” on the assign
 - Writing a referral to the office of Student Affairs
 - Report the student to the King IB Honor Council
- Teachers, upon determining that the student has violated the King IB Academic Honesty Policy, will confer with the Honor Council coordinator in writing
- Teachers will confer with the student prior to reporting the student to the King IB Honor Council Supervisor/Coordinator
- Teachers will notify parents/guardians of King IB Academic Honesty Policy violations prior to the King IB Honor Council hearing the case

Responsibilities of Honor Council Supervisor/Coordinator

- Seek nominations for Honor Council members from King IB Faculty and Staff in April for the upcoming school year
- Review Honor Council candidates academic portfolios in May
- Interview Honor Council candidates in May or early August for upcoming school year
- Select Honor Council members in May or early August for upcoming school year
- The Honor Council Coordinator, with the approval of the teacher, may determine that an offense merits a less serious consequence that would not fall under a first offense, but rather a warning.
- The Honor Council Coordinator, along with the approval of the Diploma Coordinator, may determine that an offense merits a more severe consequence than is the norm. This may include, but is not limited to, removal from the program prior to the fourth offense, additional hours, or referral to administration.
- The Honor Code Coordinator will report violations to the National Honor Society Advisor for consideration in determining eligibility for acceptance **OR** continued membership in the organization (current members could be expelled based on the four tenets of the National Honor Society of which one is HONOR).
- The Honor Council Coordinator may ask particular student members of the Honor Council not to be present based on the request of students being brought before the Honor Council. The Honor Council Coordinator may also request a particular student member excuse him/herself before a particular case is heard.

Responsibilities of Honor Council

- Review the C. Leon King IB DP Academic Honesty Policy and agree to the provisions in the policy if invited to serve on the Honor Council
- Conduct an annual orientation with students through their homeroom classes
- The function of the Honor Council is **not** to determine guilt or innocence. The Council serves as a visible representation of the King IB community’s commitment to honor, character and integrity. It is tasked with counseling students who have violated the Honor Code in any class (traditional elective, King Pre-IB, or IB) and reminding them of the deleterious personal and communal effects of the actions.
 - Carefully consider the possible non-academic consequences imposed for violation of the Honor Code:
 - First offense: two to five hours of service to King High School IB Diploma Programme
 - Second offense: six to ten hours of service to King High School IB Diploma Programme
 - Third offense: eleven to fifteen hours of service; notify to the IB Diploma Coordinator; placement on academic probation
 - Fourth offense: removal from the King IB Diploma Programme

- In addition to these consequences, additional consequences, may be given including, but not limited to:
 - Submission of a written summary of the academic policy of a college or university to Honor Council Coordinator
 - Submission of a written report on plagiarism Honor Council Coordinator
 - Submission of a written letter of apology to the teacher
- The Honor Council will determine the time frame for the completion of requirements depending on the exact consequences. Failure to adhere to the first due date will result in additional hours of service due. Failure to adhere to the extension will result in a referral to the Diploma Coordinator **AND** the Office of Student Affairs for further consequences (thus becoming a part of your permanent record). Absolute failure to adhere to the requirements of the consequences will result in removal from the King IB Diploma Programme.
- The student's anonymity will be protected throughout the Honor Council process. An Honor Council member who has violated his/her confidentiality promise will be summarily dismissed from the Council by the Honor Council Coordinator.
- Student members of the Honor Council may request they be excused from a case prior to it being heard.
- Immediately notify IB teachers if malpractice has been committed on IB assessments

Responsibilities IB Coordinator

- Provide access to the King IB Academic Honesty Policy to all stakeholders (Canvas, IBC Website, and as requested)
- Enforce or modify (after consultation with Honor Council Supervisor) consequences resulting from an honor violation
- Place students on academic probation as needed

Responsibilities of Administration and District

- Support the IB Faculty, Staff, and Honor Council with implementation of the C. Leon King High School's Academic Honesty Policy

Responsibilities IB Counselor

- Ensure students meet academic requirements for the IB diploma

Terminology in Academic Honesty

- Unauthorized Collaboration – copying the work of someone else or allowing another student to copy your work; submitting work of another student; collaboration not approved by teacher
- Intentional Plagiarism – claiming the partial or complete work of another as your own; using fictitious sources, data, or information
- Technical or Unintentional Plagiarism – submitting work that has not been properly credited, cited, or paraphrased
- Misrepresentation – deceitful behavior, action, or explanation intended to gain academic advantage
- Cheating – acting in a dishonest or deceitful manner in order to gain academic advantage

Resources

Academic Integrity at MIT – A Handbook for Students: [What is Academic Integrity? | Academic Integrity at MIT](#)

Nease Integrity Policy and IB Honor Code: [IB – Allen D. Nease High School \(stjohns.k12.fl.us\)](#)

St. Petersburg College Learning Resources – Plagiarism & Academic Integrity: [Types of Academic Dishonesty - Plagiarism & Academic Integrity - LibGuides at St. Petersburg College](#)

Winter Park High School IB Honor Code: [International Baccalaureate - Winter Park Hs \(ocps.net\)](#)



C. Leon King High School

International Baccalaureate Diploma Programme

Honor Code

I resolve to uphold the Academic Honesty Policy of the International Baccalaureate Diploma Programme at C. Leon King High School. I will refrain from all forms of academic dishonesty.

- I will not lie, cheat, or steal in my academic endeavors.
- I understand that I should forthrightly oppose each instance of academic dishonesty.
- I should communicate directly with any person or persons I believe to have been dishonest. Such communication may be oral or written. Written communication may be signed or anonymous.
- I should give prompt written notification to the appropriate faculty member and to the IB Honor Council Coordinator.
- I will let my conscience guide my decision about whether my written report will name the person or persons I believe to have committed a violation of this Policy.

Honor and integrity and responsibility are not innate; they are taught and nurtured. The Academic Honesty Policy views the cultivation of such characteristics to be the joint responsibility of all members of the King IB community. It is thus our collective duty to create an environment where those characteristics may be acquired.

Academic honesty and integrity are essential to the existence and growth of any academic community. Without a high standard of honesty and conduct, the reputations of both the school and the student suffer. I will not bring dishonor upon myself or my school.

I understand that breaches of the Policy may result in my not receiving the IB Diploma. IB will not award a grade to any student work which violates its policy of academic honesty.

I will abide by the letter and the spirit of the King IB Academic Honesty Policy.

Student Signature

Print Name

HR Section

Parent(s):

Please sign the King High School Academic Honesty Policy to indicate that you have discussed the importance of academic honesty and integrity with your students and that you will provide guidance and support in towards the highest standards of academic honesty and integrity. Your signature also indicates that you understand that breaches of this Policy will result in disciplinary action and may prevent your student from being accepted into National Honor Society, and/or earning an IB Diploma, and/or receiving a positive recommendation to accompany college applications.

THE ACADEMIC HONESTY POLICY IS AVAILABLE ON THE KING IB INFORMATION CANVAS PAGE.

A COPY OF THIS SIGNED FORM WILL BE MAINTAINED IN EACH STUDENT'S FILE.

Parent Signature

Print Name

Date