



Worthing High School IB Career-related Programme

Academic Honesty Policy

The Worthing High School IB Career-related Programme Academic Honesty Policy ensures that all members of the Worthing High School community, including students, teachers, staff, and parents, are informed about the academic expectations of the Worthing IB CP programme in a fair, consistent, transparent manner. This policy forms an essential aspect of teaching and learning at Worthing High School. All students are expected to maintain high standards of academic integrity and all work submitted by students for evaluation must adhere to the Academic Honesty Policy.

The IB programme defines four types of academic dishonesty: **Cheating**, **Fabrication** (of data or sources), **Facilitating Academic Dishonesty**, and **Plagiarism**.

Definitions:

- **Cheating:** utilizing notes, aids, or looking at other student's tests, answer sheets, or other materials
- **Fabrication:** falsifying evidence or research findings, presenting work created by another as one's own
- **Facilitating Academic Dishonesty:** attempting to help another student commit an act of academic dishonesty
- **Plagiarism:** the most common form of academic dishonesty, plagiarism is considered an attempt to represent the words or ideas of another person's work as one's own.

Student Expectations:

Worthing High School students are expected to:

- Understand and adhere to the Academic Honesty Policy and IB rules and regulations.
- Ensure that all work submitted is the students own work.
- Correctly cite all sources, including online sources.
- Submit work to an online plagiarism resource as directed by the teacher.

- Students must authenticate their work before submission, when submitting the personal project, students must sign the reflective project academic honesty form to declare their compliance to the regulations set by the IB and the school.

Teacher Expectations:

Worthing High School teachers will

- Help students understand what does and does not constitute academic dishonesty.
- Help students learn how to conduct research and cite sources.
- Use online plagiarism detection resources Turnitin.com to check any work submitted by students for credit. Teachers will receive the original report and should be consulted before the work is graded. Teachers should pay particular attention to the nature of the text identified by Turnitin.com from potential sources.
- Teachers will keep copies of all work assessed for the student wither internal or external with grade awarded. A portfolio for each student will be created and kept secure by the teacher of record. All grades and annotations should be clearly legible on student work.

Parent Expectations:

Parents will

- Be informed of the Worthing High School IB CP Academic Honesty Policy
- Be informed of the four IB academic dishonesty types
- Understand the consequences for a student's breach of the Academic Honesty Policy.

Consequences:

Worthing High School students will be given a chance to discuss an alleged academic violation with their teacher, IB Coordinator, and Head-of-School.

- The teacher of the class will meet with the student and explain the infraction.
- The teacher will advise Campus Administration.
- The Teacher or Administrator will inform the parent regarding the issue and explain disciplinary consequences.
- Infractions will be documented on a student's permanent discipline file.

Parents and Student

I have read and understood this Academic Policy

Student name: _____

Student WHS email: _____

Student Signature: _____

I have read and understood this Academic Policy and discussed them with my son/daughter. I agree to encourage compliance with the expectations stated above. I understand that all classes at WHS will be following this policy.

Parent name: _____

Parent email: _____

Parent daytime phone number: _____

Signature: _____