

**Luther Burbank High School
International Baccalaureate Program
Academic Integrity Policy
and Academic Honesty Contract**

As a member of the LBHS IB Community, all students are expected to:

- respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators
- respond to acts of school maladministration and report them to their teachers and/or programme coordinators
- 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 the IB for assessment in written and oral materials and/or artistic products
- abstain from receiving 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
- abstain from giving undue assistance to peers in the completion of their work
- show a responsible use of the internet and associated social media platforms.

(Source: [Academic Integrity](#), IBO, Oct 2019)

In order to maintain the integrity of the IB Program, the following guidelines will be understood by all students in IB courses:

1. Luther Burbank High School defines **cheating** as “the actual giving or receiving of any unauthorized aid or assistance on any form of any academic work.” Cheating consists of exchanging tests, reports, papers, etc., looking at someone’s paper or giving answers, or giving out questions that are on a test.

2. **Plagiarism** is the act of using another person’s ideas or expressions in your writing without acknowledging the source. Plagiarism is a form of cheating. If you submit work that has been written, revised, or edited – in part or in whole – by another person, you are committing plagiarism. If you take an idea from a book, movie, speech, magazine, documentary, lecture, journal, YouTube video, or website, and then represent it as your original thought – even if it is expressed in your own words – *then you have committed plagiarism*.

3. “The IB defines **student academic misconduct** as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that

happen before, during or after the completion of the assessment or examination, paper-based or on-screen.” (Source: [Academic Integrity](#), IBO, Oct 2019)

The consequences for violations of these guidelines are as follows:

I. Minor Offense/Unintentional and/or not an official IB Assessment:

- A. Must re-do assignment
- B. Meet with the teacher to review plagiarism policy
- C. Notify IB Coordinator

II. Major Offense/ Intentional and/or an official IB Assessment:

- A. An “F” on the test/assignment
- B. Referral sent to the Assistant Principal
- C. Referral sent to the IB Coordinator
- D. Parent conference

III. Severe/Recurring Offense

- A. An “F” on the test/assignment
- B. Referral sent to the Principal
- C. Referral sent to the IB Coordinator
- D. Parent conference and removal from the class

Any cheating on an IB Internal Assessment may result in the removal of that student from the IB class, regardless if it is a minor, major, or severe offense. These scores make up part of the official IB score that determines the success of a student in that academic class. If a student is an IB Diploma candidate, this will also disqualify them from receiving the IB Diploma. They will, however, be able to receive Certificates in any other IB class that they successfully complete.

Any Extended Essay or Project found to be plagiarized **will not** be sent to the International Baccalaureate Organization for scoring, thus disqualifying the student from earning the Diploma. Furthermore, any student caught cheating on an IB exam or assessment will be disqualified from earning the Diploma.

According to the IB Handbook of Policies and Procedures, “Each candidate must be in good standing at the school at the time of examinations...Students are expected to acknowledge fully and in detail the work, thoughts or ideas of another person if incorporated in work submitted for assessment and to ensure that their own work is never given to another candidate, either in the form of hard copy or by electronic means, knowing that it might be submitted for assessment as the work of that other candidate. It is a breach of IB regulations for a student to give or receive confidential information about IB examinations. Violations lead to disqualification.”

For additional guidance on Academic Integrity and Academic Honesty in the IB Program, please refer to the following IB Publication: [Academic Integrity](#), IBO, Oct 2019 (Appendix 3 focuses specifically on Plagiarism)

Offenses that are deemed to be of a flagrant, malicious intent may be assigned a severe consequence.

I, the undersigned IB student and parent, understand the need for maintaining the integrity of the IB Program and I understand the guidelines and consequences of plagiarism and cheating. I have been made aware that a copy of the IB Diploma Regulations is available on the LBHS web site.

(Student Signature)

Date

(Parent Signature)

Date