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## HTHS IB Diploma Programme Academic Integrity Policy

### 1. Introduction

At Harrison Trimble High School (HTHS), we take pride in fostering a school community that values integrity, respect, and personal responsibility. As part of our commitment to academic excellence, we emphasize the importance of academic integrity for all students, including those in the International Baccalaureate (IB) Diploma Programme (DP). Academic integrity is foundational to building ethical practices and principled individuals, as outlined by the IB Learner Profile.

This policy applies to all students, teachers, and staff at HTHS and is designed to guide students in maintaining academic honesty, providing clear definitions, expectations, procedures, and consequences for breaches of academic integrity.

### 2. Purpose

The purpose of this policy is to ensure a fair, transparent, and honest academic environment where students demonstrate their own learning and respect the intellectual property of others. This policy supports HTHS's mission and aligns with the IB's goal of fostering internationally-minded individuals who act ethically and with integrity.

### Key Definitions

- **Academic Integrity:** Acting in a way that is respectful, trustworthy, honest, fair, responsible, and courageous.
- **Academic Honesty:** The act of producing genuine and authentic work and giving credit where it is due, which is a vital part of academic integrity.
- **Plagiarism:** Representing another person's ideas or work as your own without proper acknowledgment. This includes the use of AI-generated content without proper citation.
- **Collusion:** Supporting or enabling academic dishonesty by allowing your work to be copied or used by others.
- **Duplication:** Submitting the same work for multiple assignments or assessments.
- **Academic Misconduct:** Any action that gives an unfair advantage to a student in an assessment, including plagiarism, cheating, collusion, and unauthorized collaboration.

### 3. Roles and Responsibilities

#### A. Students:



- Submit original work and appropriately credit and cite all sources, including but not limited to written, oral, digital, and AI generated materials.
- Refrain from engaging in any form of academic misconduct, including but not limited to using unapproved resources or receiving unauthorized assistance.
- Report any incidents of academic misconduct to a teacher or administrator.

**B. Teachers:**

- Provide instruction on research and citation skills, ensuring students understand the importance of academic integrity.
- Actively monitor student work for potential breaches of academic integrity.
- Provide guidance on appropriate collaboration and ensure that assessments are structured to promote independent work.
- Communication with parents and/or guardians about expectations for and breaches of academic integrity.

**C. Parents and Guardians:**

- Support the school's academic integrity policy by encouraging honest work habits and communicating with the school if they observe misconduct.

**D. Administrators and IB Coordinator:**

- Oversee the enforcement of the academic integrity policy.
- Ensure that students and staff are aware of the policies and receive appropriate training.
- Investigate and resolve instances of academic misconduct.

#### **4. Procedures for Handling Academic Misconduct**

**First Offense:**

- **Teacher Response:** The subject teacher will address the misconduct with the student and notify the parents or guardians, as well as administration.
- **Consequences:** At the discretion of the teacher and dependent upon the nature of the assignment the student may be required to:
  - Resubmit the assignment within a specified timeframe.



- Participate in a reflective discussion on academic honesty.
- In cases of summative end of semester or end of course assignments the student may lose credit for the assignment without an opportunity to resubmit.
- **Record:** The offence will be logged for future reference.

#### **Second Offense:**

- **Administrative Intervention:** The student will be referred to school administration. A meeting will be held with the student, parents or guardians, the teacher, and administration to discuss the consequences of repeated offenses.
- **Consequences:**
  - Loss of credit for the assignment.
  - Possible loss of credit for the relevant course, if the assignment is a course requirement.
  - Possible suspension from extracurricular activities.
- **Record:** The offense will be logged for future reference.

#### **Third Offense:**

- **Collective Response:** The third offense will result in a formal hearing with the vice-principal, IB coordinator (if an IB student or course), and parents/guardians.
- **Consequences:**
  - Failure of the course.
  - Possible suspension or expulsion from the IB DP program, following consultation with the IB Organization.
- **Record:** A written report will be submitted to the IB regarding the misconduct, potentially resulting in a loss of eligibility for the IB Diploma.

### **5. Education on Academic Integrity**

HTHS believes that promoting academic integrity requires a proactive and positive approach. As such:

- **Grade 9-12 Instruction:** All students will receive instruction on academic integrity, including the importance of intellectual property and proper citation methods. In



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collaboration with the school library, students will learn how to apply MLA or APA citation styles, with IB DP students expected to follow subject-specific guidelines.

- **Ongoing Modeling:** Teachers will continuously model and reinforce academic integrity in their classrooms.

## **6. Resources and Tools**

Teachers, students, and parents/guardians will have access to resources that promote academic integrity, including guides on citation styles and how to recognize plagiarism. The school librarian will be available to assist students with research and citation questions.

## **7. Appeals Process**

Students and parents/guardians have the right to appeal a decision regarding academic misconduct. Appeals must be submitted in writing to the Vice Principal and/or IB coordinator within five school days of the decision. The appeal will be reviewed by a committee, which will include (as appropriate) the head of school, the vice-principal, and the IB coordinator.

## **8. Review and Updates**

This Academic Integrity Policy will be reviewed annually by the school's leadership team and IB coordinator. Feedback will be sought from teachers, students, and parents/guardians to ensure the policy remains current with best practices and IB regulations.

## **9. Conclusion**

At HTHS, academic integrity is a shared responsibility. We aim to cultivate a culture of honesty, respect, and accountability, guiding students toward academic success and preparing them for ethical decision-making in their future academic and professional lives.

## **End Note on IB Policy Development:**

Each of the five IB policy drafts has been developed in alignment with Harrison Trimble High School's existing policies, which were formed through school committees and adhere to New Brunswick provincial regulations and guidelines. These drafts have been further refined to reflect IB philosophy and official guidelines. They have been circulated to small committees comprised of knowledgeable stakeholders for review, and feedback has been received and incorporated into the current version of this policy.