

Brockton High School International Baccalaureate Diploma Programme Academic Honesty Policy

This academic honesty policy provides guidance for all members of the BHS IB Diploma Programme.

I. Brockton High School Mission Statement

Brockton High School (BHS) seeks to teach our students in a safe, supportive environment the knowledge, skills, values, and behaviors necessary to become responsible and productive members of a diverse society. Instruction focuses on enabling students to demonstrate the literacy skills of reading, writing, speaking, and reasoning, and preparing them to participate actively as citizens in a technologically advanced society.

BHS remains a comprehensive high school while establishing smaller learning communities. We meet the individual needs of our students by providing opportunities for them to fulfill their potential and by offering choices in accordance with their own aspirations. We are committed to enhancing intellectual and emotional connections among adults and students through a personalized approach in both instruction and interpersonal relationships. Our school encourages and fosters positive, working relationships with students, families, and the community. (BHS Student/Parent Handbook, 2014-2015)

II. The BHS Mission Statement In Support of Academic Honesty

Brockton High School's Core Values and Beliefs statement underlies every program and course offered in our school:

“Brockton High School teaches our students in a safe, supportive environment the knowledge, skills, values, and behaviors necessary to become responsible and productive members of a diverse society.” (BHS Core Values and Beliefs)¹

Brockton High School's Core Values and Beliefs reflect the idea that academic honesty is an important component of becoming a responsible and productive member of society. In the Civic and Social Skills section of the Core Values and Beliefs, the concept of academic honesty is

¹ Brockton Public Schools. *Brockton High School Student/Parent Handbook 2014-2015*. 37.

addressed with the expectation that BHS students will demonstrate “personal responsibility, character, and ethical behavior” across all disciplines.

Although academic honesty is embedded in Brockton High School’s Core Values and Beliefs, as an IB school, BHS also looks to the IB Diploma Programme for further guidance in this area and has referenced IB policies and recommendations in the development of this policy. A clear academic policy, along with support and guidance, will help our students to become learners who strive for these aspects of the IB learner profile:²

Our IBDP students strive to be:

- inquirers - by developing skills for inquiry and research
- knowledgeable - by exploring knowledge across a wide range of disciplines
- thinkers - by exercising initiative in making reasoned, ethical decisions
- communicators - by expressing themselves confidently and creatively in many ways
- principled - by acting with integrity and honesty, and taking responsibility for their actions
- open-minded - by seeking and evaluating a range of points of view
- caring - by caring about the integrity of their own work and respecting that of others
- risk-takers - who work independently and cooperatively to explore new ideas
- balanced - by ensuring that proper time is allowed for following guidelines of academic honesty
- reflective - by ensuring that proper citations and credits are given when necessary, and by learning from mistakes when they are made

In particular, IB learners strive to be “principled:”

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences. ³

II. Academic Honesty Concepts

- Academic Honesty -- a set of values and skills where learners strive to act with integrity and honesty as they question, inquire, and act
- Academic Infringement -- work that is submitted by a candidate for assessment that does not follow standard academic practices for acknowledging the work of others, but done

² International Baccalaureate. *IB learner profile*.

³ Ibid.

unintentionally. For example, a quotation may be cited but not enclosed in quotation marks. Academic infringement does not qualify as malpractice, but if the award committee determines that academic infringement has occurred, no marks will be recorded for that assessment.⁴

- Authenticity -- authentic work consists of the candidate's own language, expression, and ideas, and acknowledges fully and appropriately the work of others used to inform and support the candidate's work.
- Cheating -- any behavior that gains an unfair advantage for a candidate or that affect the results of another candidate. Examples:
 - taking unauthorized material into an examination
 - misconduct during an examination
 - falsifying a CAS record
 - exchanging information about the content of an examination paper within 24 hours after a written examination
- Collaboration -- working with another candidate on a goal, project, or assignment using shared information, with the aim of each candidate producing authentic, original work.
- Collusion -- occurs when one candidate supports the malpractice of another candidate, in allowing work to be copied or submitted for assessment by another. Collusion also includes collaborative work that is duplicated and submitted for assessment by different candidates.
- Duplication of work -- when a candidate submits the same work for different assessment components and/or IB diploma requirements.
- Intellectual property -- Literary forms (poems, novels, other writings), film, music, artistic performance, art (paintings, photos, other art forms), and architectural designs that people create are protected by copyright laws. Industrial intellectual property protects people's ideas for inventions and other industrial designs with patents and trademarks. It is both illegal and unethical to use others' intellectual property without acknowledging them fully and correctly, and sometimes others' intellectual property may not be used at all without explicit permission of the creator or holder of the copyright, patent, or trademark.
- Malpractice -- behavior that results in, or may result in, candidates gaining an unfair advantage in one or more assessment components; it includes collusion, duplication of work, plagiarism, and cheating.
- Plagiarism -- the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear and explicit acknowledgment

⁴ International Baccalaureate. *General regulations: Diploma Programme*. 10.

III. Responsibilities

Students

BHS IB candidates receive instruction and guidance in the expectations, concepts, skills, and practices of academic honesty, but it is their responsibility to apply this information. Candidates are expected to produce and submit authentic work for all assessments, fully acknowledging the work of others. If a candidate is in need of help or guidance in regard to academic honesty, it is the candidate's responsibility to seek out assistance by consulting a teacher, librarian, other qualified adult, or by referring to academic honesty resources that can be found online or in print. Candidates are also expected to keep up with all internal school deadlines for assessments in order to avoid the temptation to commit malpractice and so that there is time to revise any work to ensure authenticity.⁵

Teachers

Teachers are responsible for confirming that all of the internal and external work of the candidates is authentic. To the extent that the teachers are able to do so, they are expected to identify and address candidate plagiarism, collusion, or duplication of work. Teachers also act in an important role as advisors and role models, guiding their students toward the ability to implement the skills and dispositions necessary for academic honesty by providing instruction and opportunities to practice integrating and acknowledging the work of others, apart from formal assessment.⁶

Librarians

As members of the teaching staff who specialize in information literacy, librarians have a key instructional role and responsibility for promoting and teaching the concepts, skills, and dispositions of academic honesty. Librarians are available to consult with, advise, and guide individual candidates as well as to collaborate with classroom teachers to help candidates learn, practice, and apply the research skills needed in order to integrate and acknowledge the work of others.

IB Coordinator and School Administration

Brockton High School's IB coordinator and school administrative leadership team are responsible for communicating the Academic Honesty policy to IB students, parents, and teachers and investigating any possible breaches. All students, parents, and teachers will be

⁵ International Baccalaureate. *Diploma Programme: Academic Honesty*. (section 3.4) 8.

⁶ International Baccalaureate. *Diploma Programme: Academic Honesty*. (section 3.3) 7.

provided a copy of the academic honesty policy, and it will be posted online. Students will need to sign and submit a Declaration of Academic Honesty stating that they have read, understood, and agree to follow this policy and that all work they will submit for assessment will be their own, with proper acknowledgement of the work of others⁷.

The IB coordinator will work with teachers and the administrative team to ensure that any possible breaches of academic honesty are dealt with in a fair and consistent manner.

Parents

Parents can help their children by both understanding and reinforcing the academic honesty policy. Brockton High School's homework policy states that parents are responsible for the following areas that help foster academic honesty:

- expect daily assignments and insist that student complete them regularly
- review progress on long-term assignments periodically
- show interest in the work being done and assist when needed
- ensure that the product is the student's own work⁸

IV. Education

Candidates will be provided with instruction in the following areas to assist them in developing their skills as ethical, independent learners, thinkers, and researchers:

- ethical practice and academic honesty
- rules, regulations, and possible consequences of malpractice
- methods for meeting academic honesty standards on IB assessments
- the research process
- MLA and APA standards and style guides for acknowledging sources
- data-gathering and note-taking techniques
- research organization and time management

Candidates should apply this instruction to develop a system for conducting research and using information from the work of others that allows for full and correct acknowledgement of sources. This system should include careful recording of bibliographic information and note taking that distinguishes the candidates' words and ideas from others' words and ideas and connects to bibliographic information. When material is quoted directly in notes, the candidate should always use quotation marks or block quote format to show where the quoted material begins and

⁷Prince Andrew High School. "Academic Honesty Policy."

⁸Brockton Public Schools. *Brockton High School Student/Parent Handbook*. 13.

ends and should also record page numbers, line numbers, or other specific identifiers in the text where appropriate.

Gathering information for research without recording bibliographic information in a systematic way will make it difficult to properly acknowledge sources, produce authentic work, and practice academic honesty.

When quoting, paraphrasing, or summarizing the work of another in an assessment examination, the material should always be acknowledged as the work of another and cited properly in-text.

V. Selected Recommended Resources:

- *Cambridge Rindge and Latin Research Guide* -- This online guide is written for high school students. It breaks the research process into a series of steps leading to a research paper, and contains clear information and illustrations for each step. (http://www.crlsresearchguide.org/00_basic_steps.asp)
- International Baccalaureate's *Effective Citing and Referencing*. August 2014. PDF file.
- NoodleTools -- BHS subscribes to NoodleTools and each student has an account. NoodleTools contains built-in help with citations, and it also contains tools for note-taking, organizing research, and collaboration. (NoodleTools.com)
- *Purdue OWL Research and Citation Resources* -- Purdue's Online Writing Lab contains information about how to conduct research, evaluate sources, take notes, avoid plagiarism, and cite sources. (<https://owl.english.purdue.edu/owl/section/2/>)
- *Research and Documentation Online*, 5th edition -- This online guide contains help for finding and documenting sources in the disciplines of Humanities, Social Sciences, History, and Sciences as well as tips for evaluating sources and a glossary of research terms. (<http://bcs.bedfordstmartins.com/resdoc5e/index.htm>)
- Style guides and other print resources can be found in the IRCs.

VI. Procedures and Penalties for Breaches of Academic Honesty

The BHS Student Handbook's policy on cheating states that "Cheating on tests, assignments, and homework or engaging in plagiarism is a serious violation and may result in zero credit for the assignment, parental contact, and an F in department and disciplinary for a Group C offense."⁹

Suspected malpractice will be handled on a case by case basis. Students who are suspected of academic misconduct and who are facing consequences have a right to a fair hearing.

⁹ Brockton Public Schools. *Brockton High School Student/Parent Handbook*. 27.

Consequences for malpractice will include any one or more of the following:

1. Teacher will assign “no credit” for the work in question.
2. Teacher or administrator will notify parent/guardian regarding the incident.
3. Teacher will submit a referral to administration.
4. Conference will be held with the parent/guardian and student
5. Administrator will assign other disciplinary measures for a Group C offense.*

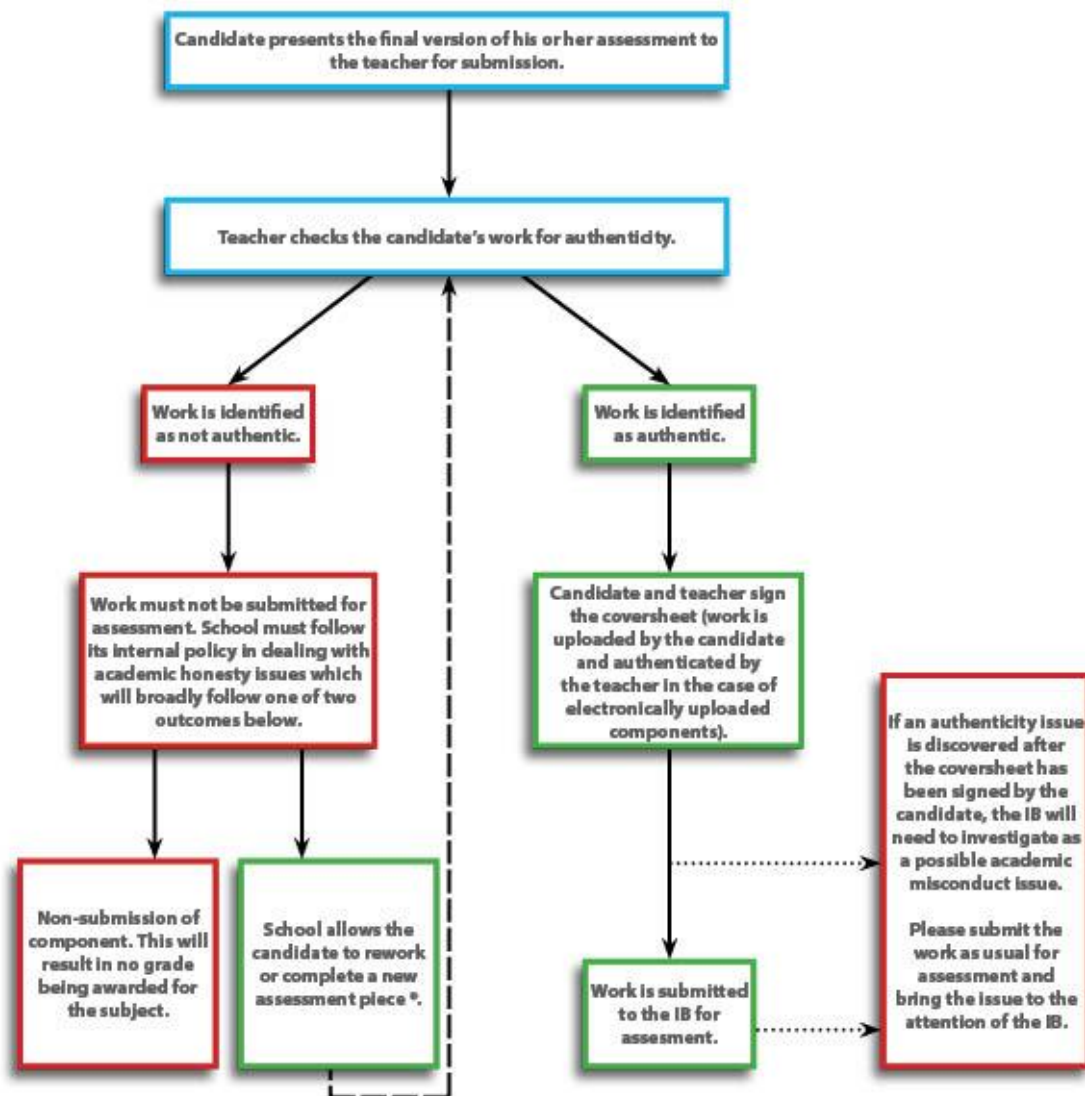
*Consequences for a Group C offense are subject to a minimum penalty of one or more of the following:

- verbal reprimand
- demerits
- an intervention class or program
- lunch detention
- loss of privileges and/or participation in extracurricular activities, including sports, clubs, and National Honor Society
- suspension
- referral to the Superintendent of Schools with the recommendation of expulsion or alternative school placement

VII. Authentication of Student Work and Academic Honesty in IB Examinations

Teachers (and supervisors of extended essays) are responsible for the authentication of all student work to be submitted for assessment. The teacher or supervisor along with the candidate will use the proper coversheets to attest that the work is the authentic work of the candidate and that it is the final version of that work.

Before the coversheet is signed, teachers and supervisors should follow the flow diagram below, included in the IB Diploma Programme *Handbook of Procedures 2015*, Section A.8.2:



* Please note that some assessment components can only be completed once (so cannot be reworked or attempted again). In these instances a non-submission of component must be obeyed. Please see relevant subject guide for clarification.

Examinations will be conducted according to the guidelines provided by the IB Diploma Programme’s guide *The Conduct of IB Diploma Programme Examinations* for the correct year. Alleged academic misconduct during an examination will be handled according to the guidelines of Section A8.3 in the *Handbook of Procedures 2015*, and will be brought to attention of the IB Assessment Centre by sending a report to IB Answers within ten days of the exam. This report will include an account of the incident, a candidate statement, an invigilator statement, and a seating chart of the exam room.

VIII. Review of Academic Honesty Policy

This policy will be reviewed yearly by the Brockton High School IB Diploma Programme faculty and Coordinator, who will use dialogue to review any relevant evidence and then make adjustments in response to any needs or changes in requirements. These changes will then be ratified by the teachers, coordinator, and administration. Finally, the policy will be made public through the school's website.

IX. References

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- Patrick Henry High School. *Patrick Henry High School International Baccalaureate Diploma Programme Assessment Policy for Students, Families, and Staff*. Minneapolis, MN: Patrick Henry High School, August 2009. PDF file.
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X. Declaration of Academic Honesty Awareness

Upon reading this policy, all students in Brockton High School IB Diploma Programme classes, must sign the form below, indicating a clear understanding of and agreement to the policy. In addition, parents/guardians must sign as well to attest to their understanding and agreement.

I, _____, have read, understood, and agree to follow the BHS IBDP Academic Honesty Policy. I also understand and agree that all work I will submit for assessment in all of my courses will be my own, with proper acknowledgement of the work of others.

Student Signature

Date

Parent/Guardian Signature

Date