# New Town High School

**International Baccalaureate**

**Academic Honesty Policy**

This Academic Honesty Policy reflects New Town High School’s staff agreed upon philosophy to promote, nurture and establish academic honesty as a core principle. In keeping with the mission of the school and requirements of the International Baccalaureate Organization (IB), a language policy has been agreed upon by the teaching faculty to inform teaching and learning in the classroom, to guide curriculum, and to involve families in our goal to educate children in an internationally-minded environment.

**I. Vision and Mission**

The mission of New Town High School is to prepare students for success as knowledgeable and global citizens, future leaders, and life-long learners. We commit to a rigorous 21st century learning environment that is safe and supportive. We exist to help our students grow into resilient, empathetic, and inquisitive individuals who think both critically and creatively and possess the courage and conviction to take action. This will ensure that all students develop their individual potential based on the standards as outlined in Blueprint 2.0*.*

At New Town High School, the faculty, staff and students place a high value on honesty, and this extends to work submitted for assessment. All members of the community are educated to understand that the school treats academic dishonesty as a very serious matter. New Town’s academic honesty policy is routed in the Baltimore County Public Schools character education, and it is expected that students strive to be principled by “exhibiting personal and academic integrity through honesty, expressing beliefs in appropriate ways, and working to one’s full potential,” (BCPS Student Handbook).  Upholding academic honesty ensures that all students at New Town have an equal opportunity to demonstrate the knowledge and skills they acquire.

**II. IB Learner Profile**

The IB Learner Profile forms the foundation of New Town High School’s Academic Honesty Policy. In keeping with the IB Learner Profile, New Town’s faculty acknowledges the importance of encouraging our students to be:

* **Inquirers** – we must acquire the skills necessary to conduct inquiry and research with an awareness of the importance of source documentation
* **Knowledgeable** – we must acquire an in-depth knowledge of best practices in relation to appropriate documentation, including references, citation and bibliography
* **Thinkers** – we must exercise initiative in applying critical thinking skills to make reasoned, ethical decisions
* **Principled** – we must act with honesty and integrity and take responsibility for their own actions
* **Reflective** – we must give thoughtful consideration to our own learning and experiences

**III. Stakeholders Roles and Responsibilities**

**Staff/Administration**

* Develop an instructional environment conducive to academic honesty
* Model best practices in academic honesty
* Provide documentation and consequences for academic dishonesty that align with policy

**Learners**

* Strive to embody creative inquiry and engage in authentic research
* Recognize and understand the importance of academic honesty
* Accept the legitimate consequences of policy violations

**Parents**

* Allow and encourage learners to demonstrate their own work and thinking
* Recognize what constitutes a violation of the academic honesty policy
* Understand and support the academic honesty policy

The good practices are expected to be introduced, modelled and used throughout the school. These practices will also be clearly articulated – in the case of students in the MYP programme in course syllabi and during class.

**IV. Definitions**

In accordance with the International Baccalaureate Middle Years Program, academic misconduct is **“behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components,” (MYP: From principles into practice).**  Academic misconduct includes, but is not limited to:

* **Cheating** - Cheating on exams, tests, quizzes, or assignments: Using or accepting

unauthorized sources of information, aids, or materials. Examples of cheating include,

but are not limited to:

a. Dishonestly obtaining, using, or possessing copies of an exam, or providing or

receiving information about an exam

b. Exchanging information during an exam or copying from another person’s paper

c. Completing an exam in the name of someone else

d. Submitting another person’s work or portion of work as your own

* **Plagiarism** – the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement. Examples of p

source. Examples of plagiarism include, but are not limited to, any of the following actions committed without giving appropriate credit,

citation, or reference:

a. Using a direct quotation word-for-word

b. Submitting rephrased ideas of another person

c. Submitting as your own, papers or sections of texts accessed from the Internet

d. Copying material from an encyclopedia, dictionary, or other source

e. Using data that you did not derive by yourself

f. Using non-textual material, such as musical or artistic copyrighted works,

compositions, or choreography

* **Malpractice** Fabrication, inventing, falsifying, or misrepresenting information. Examples

of fabrication include, but are not limited to,

a. Falsifying data

b. Faking sources

c. Inventing events

* **Collusion v. Collaboration**
* Collusion is facilitating academic dishonesty, helping or

attempting to help another person commit an act of academic dishonesty.

Collusion: involves the presentation of assessment by a student as his/her own work which

In whole or in part is the result of unauthorized collaboration with another person/persons.

Is plagiarized due to inappropriate collaboration during group work.

Involves working with others without permission.

Is the product of two or more students working together without official approval.

Is the product of unauthorized cooperation between the student and another person.

Collaboration, on the other hand, is an encouraged part of the learning process where students

independently bring their pieces of the activity to the collective group.

* **Duplication of work** – the presentation of the same work for different assessment components
* **Unauthorized Collaboration** - Collaborating on an assignment without the authorization of the teacher
* **Any other behavior that gives an unfair advantage to a student or that affects the result of another student**

Ensuring academic honesty is the responsibility of New Town High School teachers, students, and families.  Students will learn the skills necessary to avoid academic misconduct through the implementation of the IB Approaches to Learning Skills.  Students will develop skills, such as citing and referencing, through research, information/media literacy, and the use of Easy Bib and Noodle Tools.

At New Town High School, students who engage in academic misconduct will be held accountable according to our Baltimore County Public School progressive discipline plan.  Despite misconduct, students will not be denied an opportunity for learning.

**V. Responsibilities of the school**

 All candidates and their parents/guardians will receive a copy of the Academic Honesty policy. In order to facilitate candidates’ growth as principled inquirers, New Town High School faculty provides all candidates with instruction in:

* what constitutes ethical practice in the MYP Programme
* the research process
* authentic authorship
* best practices for ensuring assessments meet standards of academic honesty
* the rules for acknowledging source material based on standard practice and provide examples and conventions for citing and acknowledging original authorship
* data-gathering techniques
* rules and regulations regarding malpractice and related consequences

 Teachers ensure that the principles and practices of academic honesty are reviewed at the commencement of every major assessment event. Teachers only sign declarations on cover sheets of work if the assessment reflects a high level of academic honesty.

Ensuring Academic Integrity

 ● Students will learn and practice academic honesty as part of their ATL skill development across subject groups and Personal project.

● Students will receive an age-appropriate copy of the policy.

 ● We will teach students appropriate ways to ciet but use MLA (Modern Language Association) Style for the personal project.

● Whenever we use someone else’s ideas or words, it is important we give credit to the source (whether internet, book, etc.) using MLA style. Examples using MLA Style can be found online. ISE follows the approach of the Purdue Owl. The website provides resources demonstrating how to use in-text citations to reference sources as well as how to make a works cited page.

● If a test is given during class, the teacher will remind all students that possession of a restricted electronic device and materials violates the school’s academic honesty policy. The teacher will provide a place in the classroom for these devices but does not claim responsibility for the devices.

● ELL students where possible, may learn through their mother tongue and choose to work from multilingual sources. We also provide support for ELL students in regard of differences in cultural understanding of academic honesty.

**VI. Responsibilities of the Student**

New Town High School, students are responsible for:

* reading New Town’s Academic Honesty policy and familiarizing themselves with the principles and practices of academic honesty
* exercising academic honesty in all aspects of their work and acting as principled learners
* conducting laboratory and field experiments in an ethical way
* documenting source material in a formal and appropriate way
* using direct quotations appropriately
* paraphrasing and acknowledging the ideas of others appropriately
* understanding malpractice and the related consequences
* following all examination rules

**VII. Repercussions**

Incidents will be discussed with the student and then reported to parents, counselors, and administration. Age-appropriate consequences will be administered within the school’s discipline protocol, based on frequency and recurrence of the violation.

Habitual instances of minor misconduct are addressed in the following ways:

* the student attends a meeting with the teacher, MYP Coordinator, school administrator and the student’s parent/guardian to review the relevant academic honesty policies
* the student and his or her parent/guardian are required to sign a declaration that going forward, the highest standard of academic honesty must be maintained in order to remain a diploma or course candidate at New Town High School
* the school reserves the right to refrain from considering the candidate for any awards, bursaries or scholarships in which citizenship, ethical behavior where academic honesty is a consideration
* the school reserves the right to remove the candidate’s name from the Honor Roll or Principal’s List

Consequences for cheating, fabrication, plagiarism, or facilitating academic dishonesty may include the following:

* The student is given a grade of “0” for the assignment.
* Written notification will be sent to the parent.
* A written copy of the incident will be forwarded to the school administrator for placement
* the student’s discipline file.
* Additional disciplinary consequences may be administered consistent with “Baltimore County Public Schools Disciplinary Guidelines” violation of school policies, including dismissal from the Middle Years Programme.

Actions

**1st Offence**

 In addition to the procedure outlined, the following will take place:

 1. The teacher will notify parents of the incident.

 2. The student will receive a ZERO for the assignment.

 3. The student will redo the assignment receiving a reduced grade (at least by one band)

**2nd Offence**

In addition to the procedure outlined, the following will take place:

1. The MYP Principal Coordinator will notify parents of the incident.

2. The MYP Principal Coordinator will meet with the student and the teacher to discuss the incident.

3. The student will receive a ZERO for the assignment.

4. The student may be excluded from participation in clubs, sports or activities representing the school during the semester of the infraction.

**3rd Offence**

 In addition to the procedure outlined, the following will take place:

 1. A conference including parents, teacher, student, MYP Principal Coordinator will take place to discuss the academic misconduct and how to avoid it in the future.

 In the cases of IB students submitting work during the review process (teacher, advisor, monitoring tool, etc.) containing possible violations of academic integrity, the student and parent are informed. Students may re-submit the assignment two weeks prior to the IB deadline for that particular assignment. The above actions and consequences will still be invoked. Despite misconduct, students will not be denied an opportunity for learning.

**IX. Communication and Revision**

The Academic Honesty Policy is available to all stakeholders on our school website and supporting sites. New Town High School’s Language Policy was developed in collaboration with teachers, leaders and New Town’s magnet office coordinators during the 2017-2018 school year. The Academic Honesty Policy will be reevaluated on a yearly basis.

**X.** **Resources**

In the creation of this document, the authors wish to acknowledge the following sources:

* Baltimore County Public School Student Handbook
* Kenwood High School’s Academic Honesty Policy
* Prince Andrew High School Academic Honesty Policy
* IBO Academic Honesty Policy 2011
* Carson Graham School’s Academic Honesty Policy
* HRSB IB Handbook
* Brody Middle School Des Moines Public Schools
* North Hagerstown High School & Northern Middle School Academic Honesty Policy
* Neev Academy