



# Highland Park Senior High School Highland Park Middle School Academic Honesty Policy

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The International Baccalaureate Organization (IBO), HPSH and HPMS expect all students to understand the meaning of academic honesty and demonstrate it in all aspects of their work. The primary purpose of this policy is to provide student support by clearly defining both academic honesty and dishonesty. IB asks students to be caring and communicative, but they must also be principled and reflective.

## Academic Honesty

As explained by the IBO in the publication “Academic Honesty,” in order maintain academic integrity, a student must ensure that all academic work is authentic and based on the student’s individual and original ideas, and the ideas and work of others are fully acknowledged. Additionally, students must understand the concept of intellectual property and “be aware that forms of intellectual and creative expression (e.g. works of literature, art, or music) must be respected and are normally protected by national and international law” (Academic Honesty). There are many sources available to help students properly cite the work of others. HPSH and HPMS recommend the following:

- The 7<sup>th</sup> edition of the Modern Language Association (MLA) Handbook for Writers of Research Papers
- The MLA website: <http://www.mla.org/>
- The University of Chicago Style website: <http://www.chicagomanualofstyle.org/>
- The Purdue Online Writing Lab (OWL): <https://owl.english.purdue.edu/owl/>
- The Citation Machine website linked through the HPSH library page: <http://www.citationmachine.net>
- The EasyBib website linked through the HPSH library page: <http://easybib.com>

## Academic Dishonesty

In order to ensure academic honesty, students must understand and avoid malpractice. All of the actions listed below are considered malpractice as defined by the IBO in the “Academic Honesty” publication, but students should understand that this is not an exhaustive list.

- **Plagiarism:** The representation of the ideas or work of another person as the student’s own. Students must also understand that the copying of works of art, such as music, film, dance, theater arts, or visual arts can also be considered malpractice.
- **Collusion:** Supporting malpractice by another student, as in allowing one’s work to be copied or submitted for assessment by another. It is acceptable to peer edit and research together, but the end product must be the students’ own words.
- **Duplication of Work:** The presentation of the same work for different classes, assessment components and/or diploma requirements.
- **Unfair Advantage:** Includes any other behavior that gains an unfair advantage for a student or that affects the results of another students.
- **Falsification:** To misrepresent or falsify Creativity, Action, Service (CAS) documentation or any documentation for the IB program can fall under the definition of malpractice.

- **Malpractice on Assessments:** The following list of actions, described in the IBO’s “Academic Honesty” publication, also fall under the definition of academic dishonesty:
  - Taking unauthorized material into an examination room or classroom (e.g. an electronic device other than a permitted calculator, own scratch paper, notes, cell phone) regardless of whether this material is used or contains information pertinent to the examination
  - Misconduct during an examination, including any attempt to disrupt the examination or distract another student
  - Exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination
  - Copying the work of another student
  - Failing to comply with the instructions of the proctor or other member of the school’s staff responsible for the conduct of the examination
  - Impersonating another student
  - Stealing examination papers
  - Using an unauthorized calculator during an examination
  - Disclosing or discussing the content of an examination paper with a person outside the immediate school community 24 hours after the end of the examination
  - Fabricating data for an assignment

## **Ways to Avoid Dishonesty**

- **Citations:** Students should always cite information that is beyond what is considered “common knowledge.” The fact that Franklin D. Roosevelt was the President of the U.S. during World War II is common knowledge, but the fact that Roosevelt’s public approval rating dropped in 1943 is not, and should be cited. The best rule to follow is, ‘When in doubt—cite your source.’
- **Authentic Work:** Students must remember that all work must be authentic, even ideas. If an idea is taken from a website or any other source, it must be properly cited even if the student paraphrases the idea in his own words. For example, if a student takes H.L Mencken’s idea that “The average man does not want to be free. He simply wants to be safe”, from a website and paraphrases it, that idea must still be properly cited.
- **Collaboration:** When a teacher gives students work to be done collaboratively, the names of the collaborators should be written on the work and an account of how the work was divided needs to accompany the assignment.
- **Student Support vs. Collusion:** Students are encouraged to create support systems with other students to help each other when learning and mastering coursework. However, help can easily become collusion. Collusion is defined as supporting dishonesty by another student, as in allowing one’s own work to be copied or submitted by another for assessment.

## **Faculty Responsibilities**

The responsibility of the **IB Coordinators** will be to:

- Ensure that each member of the IB faculty has access to the IBO’s publication “Academic Honesty” and understands the guidelines and procedures presented there.
- Explain and clarify the expectations of the school’s academic honesty policy to the IB faculty and students.

The responsibility of the **Administration** will be to:

- Ensure that academic honesty and proper citation protocols are taught in 9<sup>th</sup> grade classes and supported in all classes.
- Participate in the investigation and correction of academic honesty where appropriate.

The responsibility of **Teachers** will be to:

- Read and follow the guidelines and procedures established in the IBO’s publication “Academic Honesty”, and this policy.
- Further educate students on what is considered malpractice (e.g. what is reasonable collaboration as compared to collusion?).

- Provide the proper citation methods and educate students on how to use them when working with outside source material.
- Make students aware of the procedures taken by the school when malpractice is suspected and the consequences when malpractice is detected.
- Supply continual support and guidance on academic honesty with the goal of preventing both intentional and unintentional academic malpractice.
- Use methods and tools to discourage malpractice (e.g. turnitin.com).

## **Student Responsibilities**

The responsibility of **students** will be to:

- Avoid all forms of malpractice and make sure that all work is authentic.
- Learn and use the correct citation procedures as taught by their teachers.
- Inform the IB Coordinator or other faculty when they are aware that other students have engaged in malpractice.
- Be supportive of peers and collaborate as directed by teachers, but do not engage in collusion or other forms of malpractice.

## **Identification of and Consequences for Academic Dishonesty**

When a teacher suspects that malpractice has occurred in a class on work that *will not* be submitted as an IB assessment (e.g. daily class work, projects, unit tests), the following procedure will be used:

- The teacher will investigate the incident and report the incident to the appropriate IB coordinator, counselor, and principal, for documentation.
- If the teacher, coordinator, counselor, and principal agree that malpractice has occurred, then the student will receive no credit for the assignment in question, and the principal will enact disciplinary consequences.
- Consequences of malpractice range from the student earning a zero on the work to being required to do the work again with evidence of new learning, depending on the severity of the infraction.
- If a student is in an IB Diploma course, the IB DP coordinator or principal will inform the candidate's parents of the incident and the consequences decided upon. The IB DP coordinator will write a letter explaining the incident. Copies of this letter will be given to the candidate and parent, and one will be placed in the candidate's file kept in the coordinator's office.
- If the student is allowed to remain a candidate in the IB Diploma program following a first incident of academic malpractice, a second incident of any type, at any time during the student's enrollment in the Diploma Program will result in the student's dismissal from the Diploma Program. If a student enters the IB DP Program with a record of malpractice from an IB MYP 9<sup>th</sup> and 10<sup>th</sup> grade course, that record constitutes the student's first incident of academic malpractice.

When a teacher suspects that malpractice has occurred on an assessment submitted to the IBO (e.g. internal and external assessments, extended essay, CAS documentation, Personal Project, etc.) the following procedure will be used:

- The principal and IB coordinators will be informed of the suspected malpractice.
- The IB coordinator will inform the IBO of the allegation.
- The IB coordinator will interview the student and conduct an investigation.
- Separate statements will be prepared by the teacher, the IB coordinator, and the student.
- If the allegation of malpractice is proven, the work will not be submitted to the IBO and no diploma or certificate will be rewarded to the student.
- If malpractice cannot be confirmed, the coordinator is required to report the incident to the IBO. The allegation will then be investigated by a final award committee. "If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned" (Academic Honesty). No diploma will be awarded to the student.

## **Academic Honesty Policy Development**

The Academic Honest Policy for Highland Park Middle School and Highland Park Senior High is available to all staff, students, and families on both of the schools' websites. This policy will be reviewed and refined on an ongoing basis so as to reflect our schools' development and evolution within the International Baccalaureate framework and the St. Paul Public Schools' mission and vision.

*Reference: "Academic Honesty," IBO Publication, 2011*