

Atlantic Community High School  
International Baccalaureate Programme  
Academic Honesty Policy

## **Philosophy**

The members of the Atlantic High School community believe that the fundamental objective of the school is to provide the students with a quality education while developing in them a sense of ethical purpose and social responsibility. Honesty and trust are integral parts of the learning process and every instance of dishonesty hurts the entire school community. Faculty and staff are expected to foster an environment where honesty and ethical conduct are expected. In doing so, faculty and staff members support and promote the principles of properly conducted academic research and the respect for integrity in all forms of assessment.

As an International Baccalaureate school, Atlantic Community High School acknowledges the International Baccalaureate Organization's advocacy of ethical behavior as an essential part of the IB Program in conducting academic research and submission of authentic work. We value the concept of intellectual property and the need to hold students accountable for the ethical use of the ideas and words of others.

## **Purpose:**

The creation of a culture of honesty and integrity is fundamental to our purpose of developing 'ethical future path makers' and is underpinned by character ideals of honesty, trustworthiness, respect and responsibility. The presentation of authentic work is essential to good scholarship and practice. This policy explains Atlantic Community High School's expectations for honest academic practice on the part of students. It establishes the responsibilities of the staff in developing and promoting academic honesty and penalizing plagiarism and other forms of dishonesty.

## **Definitions**

### **Malpractice**

Candidates are required to act in a responsible and ethical manner throughout their participation in the IB Program and examinations. In particular, candidates must avoid any form of malpractice. The IBO defines malpractice as 'behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.' Malpractice most commonly involves collusion or plagiarism.

### **Examples of malpractice include but are not limited to:**

- Intentional plagiarism: Representing the ideas or work of another person as one's own.
- Unintentional plagiarism: Careless paraphrasing and citing of source material such that improper or misleading credit is given.

- Collusion: Supporting malpractice by another student – allowing work to be copied, or submitted for assessment by someone else.
- Duplication of work: Presenting the same work for different assessment components in the IB.
- Other Misconduct: Any other behavior that gains an unfair advantage e.g. cheating on an exam, falsifying a CAS record, not citing sources, etc.

**Additionally Teachers and Coordinators must not engage in the following actions:**

- The unauthorized rescheduling of an examination.
- Failing to keep exam papers secure prior to an examination.
- Providing undue assistance in the production of any work that contributes to the assessment requirements of the IB Diploma.
- Leaving candidates unsupervised during an examination.
- Allowing additional time in examinations without IBO approval.
- Releasing an examination paper, or disclosing information about the paper, within 24 hours after the examination.
- Further elaboration is provided regarding collaboration and collusion to provide clarity regarding commonly confused concepts.

**Collaboration**

Collaboration includes working in groups to achieve a shared goal and is a common form of assessment in which all members of the group are expected to participate equally. Group work may be face to face, in discussion boards, blogs and wikis or through other formats. The protocols of acknowledging sources still apply.

Permissible collaboration includes the following:

- Discussion with other students regarding issues raised by the assessment item.
- Discussion with other students regarding means by which to address the issues raised by the assessment item.
- Collaborate in the location of, and sharing, sources of information relevant to the item of assessment.

Impermissible collaboration includes the following:

- Collaborate with other students or persons in the writing of all or part of any other student's submissions for the assessment item.
- Provide a copy of his or her work in respect of that item of assessment to another student

## **Collusion**

- Is a form of plagiarism that can occur as a result of inappropriate collaboration during group work.
- Occurs when two or more people work secretly for the purpose of deliberately misleading others.
- It involves working with someone with the deliberate intention to mislead. This could involve working with someone else to produce work which is presented as your own when, in fact, it was the result of secretly working with someone else.
- Can be avoided by taking individual notes during group work sessions.
- It is collusion if a student allows another to copy an assignment even if that student changes the words to make it look like his own before submission.

## **Academic misconduct includes:**

- Copying, faxing, e-mailing, sending photos via text or social media, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- Fabrication of data, citations, or other information.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the teacher.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
- Sharing files in a computer-based class.
- Giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so.
- Unauthorized signing of another person's name to school related documents.
- Intentional and unauthorized alteration of student, teacher, or library materials.
- Accepting outside assistance on a project and claiming the work as solely your own.
- Recycling a paper, assignment, project, etc. done previously or for another course.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
- Working with one or more persons on an assignment that is supposed to be completed by a single individual.
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- Using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.
- Lying or misrepresenting facts either by altering or omitting the truth to gain academic advantage or lying to avoid taking a test, turning in an assignment, or accepting a consequence.

## **Plagiarism**

Plagiarism is a specific sub-category of academic misconduct. Excellent written expression of well-formed ideas are a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism misleads the teacher with a false view of the student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his/her potential.

### Plagiarism includes:

- Taking someone else's work or portion of their work and submitting it as your own.
- Submitting material written by someone else, all or in part, or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of others as your own.
- Submitting purchased papers as your own.
- Submitting papers from the Internet written by someone else as your own.
- Patchwriting: keeping the core ideas and/or framework of a sentence, paragraph, or entire paper and changing the words.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

### **Alternatives to Plagiarism and Academic Misconduct:**

No student needs to plagiarize or engage in academic misconduct. Atlantic Community High School provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize.

### The following behaviors promote true student achievement:

- Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life.
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your teacher. Do not rely solely upon a classmate for clarification.
- If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
- Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
- Use all avenues of support available to you. For help needed beyond the classroom, see your teacher, other teachers in the department, a peer tutor, or a parent or other adult who is well versed in the subject.
- Assignments should be considered individual unless the teacher states otherwise.
- Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.

- Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
- If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
- Know what constitutes cheating, including all the variations of plagiarism.

### **Conventions for citing and acknowledging original authorship**

Atlantic Community High School uses the Modern Language Association (MLA), APA or Chicago formats for citing and acknowledging original authorship. Please see your teachers for the appropriate methods. For additional help and support, please utilize the media center, our media specialist, and your teachers.

### **Atlantic Community High School Academic Honesty Statement**

It is strongly recommended that teachers require students to include the academic honesty statement on all assignments and assessments.

*On my honor, I swear that the work I have submitted is my own. I have not cheated, plagiarized, or received unauthorized assistance in order to complete this work.*

### **Roles and Responsibilities:**

#### **IB Coordinators**

- Understand what constitutes academic honesty and an authentic piece of work.
- Know the consequences of being found guilty of malpractice.
- Establish a school culture that actively encourages academic honesty.
- Support the IBO fully in the prevention, detection and investigation of malpractice.
- Understand additional responsibilities in the event of a candidate being investigated for malpractice.
- Enforce all IBO and school deadlines.

#### **Faculty/Staff/Administration**

- During the first week of school make known to your classes the importance of the Honor Code and the repercussions of breaking it.
- Make known to your classes what constitutes appropriate academic conduct as well as what constitutes academic misconduct.
- Attempt to avoid the re-use of exams, quizzes, etc.
- Include the Honor Code Statement on all exams and major assignments and require a student signature.
- Report instances of academic misconduct to the appropriate faculty/staff members.

In addition to the expectations listed above, each faculty/staff member has the authority to

decide on specific elements of academic conduct including, but not limited to, the following:

- use of notes and/or books on tests, quizzes, etc.;
- contents of formula sheets permitted for tests, quizzes, etc.;
- use of calculators, cell phones, laptops, and other electronic devices;
- collaboration on out-of-class assignments;
- use of previously submitted out-of-class assignments.

It is critical that the faculty and staff uniformly adhere to and enforce the Honor Code. Please see the IB Coordinator or an administrator if you have any questions about enforcing the Honor Code.

### **Parent/Guardian**

Parent/Guardian support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents/guardians in promoting true student achievement:

- Teachers may be available for extra help after school. Resources are available for individual assistance. In addition, peer tutors are available when extra help is needed. Encourage their use.
- Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress.
- Don't push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
- If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified, the sooner steps can be taken to alleviate it.
- If your child is involved in academic misconduct and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

### **Students**

- Have ultimate responsibility for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged using the MLA, APA or Chicago format.
- Are responsible for complying with Palm Beach County School District policies regarding meeting deadlines and absences, as well as those from Atlantic Community High School and the IB.
- Should seek clarity from faculty or staff regarding any aspect of Academic Honesty guidelines when needed.

## **Consequences of academic misconduct:**

Be aware that cheating is often a joint undertaking. When cheating is not an individual activity, all parties involved are equally guilty and will be subject to the same consequences. Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken.

### **First Offense:**

- Conference with the student and parent/guardian
- Loss of all credit for the assignment. Students are required to re-do the assignment. It will be left to the teacher's discretion when and how to count the assignment.
- Loss of all credit for the test/quiz with no make-up permitted

### **Second Offense:**

- Conference with the student and parent/guardian
- Loss of all credit for the assignment/test/project with no make-up permitted
- Reduction of conduct grade to a "1" for the grading period
- Removal from all elected or appointed leadership positions for the remainder of the school year
- Referral to the assistant principal and notation made on student's record
- Student placed on Academic Probation

### **Third Offense:**

- Loss of all credit for the assignment/test/project with no make-up permitted
- Student and Parent/Guardian will be invited to an Exit Committee hearing where it will be discussed whether or not the student should be allowed to continue in the IB Program at Atlantic High School.

## **Reporting Honor Code Violations**

In order to maintain the integrity of the Honor Code, faculty, staff, and students must not tolerate violations. Anyone who is aware of an infraction is obligated to report it. There are several reporting options available to students.

- A student may approach the teacher of the class in which the violation allegedly occurred. Together they can determine if a violation occurred and if further action must be taken.
- A student may approach a trusted faculty or staff member and notify them of the alleged violation. Together they can determine an appropriate course of action.
- A student may choose to turn himself/herself in. If the student comes forward before action is initiated by another source, the penalty for the violation may be lessened.

The Inclusion Policy is an ever evolving document that was most recently reviewed on February 2, 2022 by the IB Coordinators, IB Counselors, and members of the IB Student Body. This policy will be reviewed once a semester by the aforementioned committee.