

Brooke Point High School Academic Integrity Policy

At Brooke Point High School, we value both personal and academic integrity. Black-Hawks are expected to be honest, dependable, and responsible.

The Black-Hawk Honor Pledge

“Upon my word of honor, I have neither given nor received unauthorized assistance on this assignment.”



Brooke Point High School

Academic Integrity Policy

What is academic integrity?

Academic integrity is an extension of personal character and overall integrity. In academics and otherwise, BPHS Black-Hawks strive to be *principled* individuals who “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” (*IB Learner Profile*, 2013). A student demonstrates academic integrity by doing his or her own work without **unauthorized assistance** from any another person or from outside sources such as books, the Internet, or someone else’s work.

What is Brooke Point’s Code of Honor?

To provide an environment of moral excellence, Brooke Point High School has established a Code of Honor for all BPHS students. Students shall not participate in or condone dishonorable conduct in any form; this includes academic misconduct. Students must understand that the Code of Honor imposes a responsibility upon themselves for the good of everyone at Brooke Point.

Students at Brooke Point are principled. By embodying the Code of Honor, all BPHS students can state:

- I will neither give nor receive any answers on any assignment, quiz, test, project, or examination.
- I will not reproduce another’s homework.
- I will not steal; this includes acquiring another’s possessions without right or permission.
- I will not plagiarize the language, structure, or thought of another author or student.
- I will not lie to any figures of authority.
- As a student of Brooke Point High School, I accept the principles of honesty, truthfulness, and fairness in working with the faculty, staff, administration, students, and others.

One way in which Brooke Point High School students demonstrate the ideals of the Code of Honor is to write out the Honor Pledge on all appropriate assignments.

Thus you are articulating your promise to abide by the Code of Honor in writing.

What is academic misconduct?

The term academic misconduct refers to a violation of academic integrity, whether intentional or unintentional. There are four main categories of academic misconduct:

1. **Plagiarism** is the representation of the ideas or work of another person as the student’s own.
2. **Collusion** is supporting academic misconduct by another student (as in allowing one’s work to be copied or submitted for assessment by another).
3. **Duplication** of work is the presentation of the same work for different assessment components or classes (“double dipping” on assignments without instructor permission).
4. **Any behavior that would gain an unfair advantage** for a student or that would affect the results of another student (these definitions have been adapted from *IB General Regulations*).

Practical examples of academic misconduct:

- copying someone else’s work or allowing someone copy your work;
- looking at someone else’s answers during a quiz or test;
- submitting a history paper again in English class, unless the instructor has authorized it;
- presenting an idea from the Internet without properly citing it;
- using wording verbatim from a source without quotation marks;
- using unauthorized study material during an exam (a “cheat sheet”).

While this is not a complete list of actions to avoid, it gives you some idea of what is meant by the terms *academic integrity* and *academic misconduct*.

What does “unauthorized assistance” mean?

If your teacher has not explicitly told you that you can work with another student or use outside sources, assume that you are to do your own work without assistance.

What if I’m not sure whether I’m allowed to collaborate with another student or use outside sources on an assignment?

You can’t go wrong by asking the teacher. That’s your best way to make sure that you are doing what’s expected.

What if someone wants to copy my work?

Consequences apply to both the student who copies and the student who allows the copying (collusion). Do not risk your own academic integrity by allowing another student to cheat or copy your work.

What is plagiarism?

As defined by the Modern Language Association, plagiarism involves two violations of integrity – theft and fraud:

“Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft. Passing off another person’s ideas, information, or expressions as your own...constitutes fraud” (*MLA Handbook*, 2009). **How can I avoid plagiarizing?**

It’s very simple. Any time you include an idea, phrase, or image that you did not come up with on your own, cite the source.

For example:

- Cite the website if you use a picture from the Internet in a PowerPoint presentation for class, to let the viewer know that you didn’t create the image and to give credit to the person who did.
- Cite the book or website if you use a phrase or idea from something you read, to give credit to the actual author of that thought or wording.
- Cite the source of facts or data to give credit to the person or organization that did the research.

How do I know HOW to cite the source?

Consult the *MLA Handbook for Writers of Research Papers* (7th edition); it is available in our BPHS library. Additionally, you may consult online guides such as the Purdue OWL, easybib.com, etc. These cover almost any kind of source and the proper way to cite it.

What is Turnitin.com?

Most teachers at BPHS use an online plagiarism program called Turnitin.com. This program requires students to submit their work online and checks the work against both online sources and a large archived database of past student papers. It then generates an “originality report” that highlights portions that match other sources. Students can use Turnitin.com to check the authenticity of their own work and make sure they are avoiding academic misconduct. Teachers use Turnitin.com to help teach students about properly citing sources and presenting their own work.

What happens at BPHS if I am found guilty of academic misconduct?

The SCPS Code of Conduct lists the following consequences: “Minimum of receiving no credit for the work and notifying the parent to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.”

At BPHS, every violation of academic integrity *will* result in the following consequences:

- You will receive a zero for the assignment.
- Your parent/guardian will be notified.
- An honor code referral will be written to your assistant principal.
- Your honor code violation will be recorded.

A violation of academic integrity involving an official IB assessment component (internal or external) will result in the consequences listed above. ***Additionally, the student’s component will not be submitted to IB for scoring, which will result in a score of N for the component. This means the student cannot earn an IB score in that course, and s/he forfeits any refund for fees paid for those assessments. Any full IB Diploma student in this situation is automatically ineligible to earn the IB Diploma.***

A second honor code referral results in:

- at least one day of suspension.
- possible ineligibility for student leadership opportunities such as National Honor Society, Student Council Association, class office positions, etc.

How will the International Baccalaureate Organization (IBO) or College Board respond to academic misconduct in IB or AP classes?

All students taking one or more IB course are encouraged to read the “General Regulations: Diploma Programme.” The following is an excerpt from that document: “An IB diploma or certificate candidate that is suspected of academic misconduct on an IB assessment will be invited, through the IB Coordinator, to present a written explanation or defense. Cases of suspected academic misconduct will be presented to the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigation to be made. If the final award committee decides that a case of academic misconduct has been established, no grade will be awarded in the subject(s) concerned. No IB diploma will be awarded to the candidate, but a certificate will be awarded for subject(s) in which no academic misconduct has occurred. If a case of academic misconduct is very serious, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination session. An IB diploma or certificate may be withdrawn from a candidate at any time if academic misconduct is subsequently established.” It should also be noted that IBO randomly checks candidates’ work for plagiarism using a web-based plagiarism prevention service.

The College Board publishes the following information with regard to academic integrity in AP courses: “When the AP Program or administration personnel find that there is misconduct in connection with an exam, students may be dismissed from the exam room, or the Program may decline to score the exams or may cancel the scores. Students involved in any exam misconduct will be asked to turn in their exam materials and leave the testing room. These students may not return to the testing room, and their exam scores will automatically be canceled. Failure to adhere to any of these policies and procedures may result in invalidation of AP Exam scores.”

Steering Committee for Academic Integrity Policy

- Dewey Reynolds – English teacher
- Carly Hegna – history teacher
- Jeanne Mills – English teacher
- Sean Weaver – math teacher
- Julie Stemple-Hoover – IB Coordinator and ToK teacher
- John Montez – psychology teacher
- Stephanie Athanasaw – art teacher
- Katie Teter – chemistry teacher
- Laura Sullivan – administrator

Roles and responsibilities of the steering committee

The Brooke Point IB Diploma Coordinator is responsible for assembling the Steering Committee, informing the committee of regulations regarding the IB Diploma Program as it relates to teaching and assessment, disseminating relevant IB documents pertaining to the formation and/or revision of an Academic Integrity Policy (see box inset), and creating a timeline for review and revision of the Brooke Point IB Academic Integrity Policy.

All members of the Steering Committee are responsible for reading relevant IB documents related to the formation and/or revision of an Academic Integrity Policy and evaluating the current Brooke Point school assessment practices, and community input.

The assessment policy as a working document

The Brooke Point IB Academic Integrity Policy is to be considered a working document that is reviewed and revised every five years in conjunction with the school's IB self-study review cycle or more frequently if changes in the school's student population make-up or IB course offerings dictate review and revision.

Resource list

- Academic Honesty overview (excerpt *From Principles into practice*, IBO, pgs 33, 38)
- Section 4: The prevention of malpractice – School policy, Teaching support, and Section 5: The detection of malpractice (from *Academic Honesty*, IBO, pgs 8-10) and Section E: Malpractice (from *General Regulations*, IBO)
- *Academic honesty in the IB educational context*, IBO
- *Academic honesty in the Diploma Programme arts*, IBO
- Article 20, candidates suspected of academic misconduct (from *Gen. Regs.*, IBO, pgs 12-16)