

**Travis B. Bryan High School
International Baccalaureate Programme
Academic Integrity Policy**

I. Purpose

In order for learning to be valid, students must engage in their studies honestly. When students cheat, or in any way compromise the integrity of the educational process, they demean themselves, debase the efforts of their peers, and degrade the value of the International Baccalaureate Program. The IB Learner Profile states that learners will be “Principled: We act with integrity and honesty, a strong sense of fairness, justice and respect for the dignity of individuals, groups, and communities. We take responsibility for their own actions and consequences that accompany them.” Upholding such standards of academic honesty is expected of all Travis B. Bryan High School IB students and is embodied in the Travis B. Bryan High School mission statement of developing successful, life-long learners who think, care, and serve in a global society.

It is also our duty as educators to identify responsible and open collaboration, and to provide students with the tools to identify and avoid plagiarism and cheating because these skills are “fundamental in their (students) development into responsible and caring world citizens.” (Academic Integrity. A publication of the International Baccalaureate Organization. October 2019). Academic honesty is taught in ALL subject areas to ensure that students take responsibility for the processes and product they create. “All coursework – including work submitted for assessment—is to be authentic, based on the student’s individual and original ideas with the work of others fully acknowledged. If a candidate uses the work or ideas of another person (including audio/visual material, works of art, computer programs, photographs, graphs, diagrams, illustrations, maps, text, images, or data published in print or electronic sources, they must acknowledge the source.” (*Diploma Programme: From Principles into practice* . A publication of the International Baccalaureate Organization. United Kingdom. IBO. April 2015).

II. Definitions and Best Practices

“**Academic Integrity**...is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic, and honest scholarly work” (*Academic Integrity*. A publication of the International Baccalaureate Organization. United Kingdom. IBO 2019)

Academic misconduct involves actions by which a student gains an unfair academic advantage or actions that thwart the intended purpose of an educational activity or assignment. While no set of examples can be exhaustive, the following chart provides an indication of the kinds of practices that constitute academic dishonesty as well as examples of best practice.

Academic Misconduct	Best Practice
<ol style="list-style-type: none"> 1. Copying another student’s work for submission. Students must not look at the answer sheets of others or copy another student’s homework. 2. Willfully allowing one’s own work to be copied or otherwise sharing answers for submission. 3. Allowing another person to do one’s work. 	<ul style="list-style-type: none"> ● Students are expected to take precautions to decrease the possibility of others cheating off their work ● Getting <i>general</i> help from others is usually acceptable. Anyone may offer <i>general</i> feedback or assist in mastering skills or content. However, students should not permit peers or parents to do specific problems, plan projects, write essays or portions of essays, or otherwise do their work for them

<p>4. Using “cheatsheets,” unauthorized tools, electronic devices, or other aides for submission. If calculators are permitted during an assessment, their programming must be authorized.</p>	<ul style="list-style-type: none"> ● Clarify with instructors the expectations for exams and any allowable assistance (i.e. calculators, reference materials) before the day of the exam.
<p>5. Giving or knowingly receiving advance knowledge of an assessment. Students must not discuss the specifics of any assessment with others who have not yet taken the test. A student who says, “There was a question comparing Stalin and Hitler” is helping someone else cheat and is therefore participating in academic dishonesty.</p>	<ul style="list-style-type: none"> ● Do not discuss the assessment, or give very vague responses such as “I’m glad I studied” or “I felt prepared.”
<p>5. Plagiarizing the work of others. If a student uses the precise words, general ideas, or data of another student or from other sources, that work must be appropriately and specifically acknowledged.</p> <p>6. Stating the ideas or thoughts of another without awarding the original author credit.</p>	<ul style="list-style-type: none"> ● Cite all sources. ● Keeping an annotated bibliography or a journal to document progress can help students keep track of their research.
<p>7. Using ideas, phrases, or works in their entirety from websites publishing completed works of others, or purchasing portions of a paper, or a paper in its entirety from a website, company, individual, etc.</p> <p>The IB program and Travis B. Bryan High School does not endorse, or condone, any of these sites or services, and students who use them may well be violating the code of ethical practice.</p>	<ul style="list-style-type: none"> ● Students should record their own thoughts, and use the revising and editing process to strengthen the structure and content. ● When allowed by IB and course guidelines, students can discuss their ideas and their struggles in communicating or organizing these ideas to authorized sources such as teachers.
<p>8. Falsifying or willfully misrepresenting data. Students agree that data submitted as part of experiments, lab write-ups, problem sets, etc. have been collected honestly and appropriately given the requirements of the assignment.</p>	<ul style="list-style-type: none"> ● Discuss concerns about data with instructors. Address problems and sources of errors in the data processing or conclusions of a lab write-up.
<p>9. Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate</p>	<ul style="list-style-type: none"> ● If students have questions about what materials are allowed in an examination room, they should ask the coordinator, teachers, or invigilators. ● Students should notify the coordinator, teachers, or invigilators if they know of an issue pertaining to academic integrity. ● Students should communicate with teachers and the coordinator about troubles meeting expectations and/or deadlines.

School maladministration is “an action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments.”

In order to prevent school maladministration, the coordinator, teachers, examination invigilators, and associated administrators have appropriate training on the expectations related to their role(s).

III. Responsibilities of Various Parties

A. Student Responsibilities

1. Read and discuss the Travis B. Bryan High School Academic Honesty Policy, found in the student handbook, teachers' classrooms, and on the Bryan High School website.
2. After discussion of the academic honesty policy, students and their parents will sign a document stating that they understand the academic honesty policy and are committed to following it. In addition, when students submit work, they will pledge that their work is original. Students will discuss academic honesty in all classes, but the form will be handed out through English classes or in the case of course students, the individual course being taken. All signed documents will be kept on file with the coordinator.
3. Act with integrity in all work; receive only such help from peers, parents, or others as is authorized by instructors; and refuse to assist peers in cheating. Students are also encouraged to bring the efforts of others to cheat to the attention of instructors or other school officials.
4. Give proper credit to sources using a style guide dictated by the course instructor. Students should use the shared skills and resources provided to create original work (including "Academic Honesty", "Effective Citing and Referencing" and "Ethical Practice" published by the IBO.) and the practice given in the Extended Essay handbook.
5. Submit assignments as directed to turnitin.com and use the site to avoid any unintentional issues regarding citations.
6. Acknowledge when they feel they are not in a position to create original work.
7. Seek assistance from their teacher(s), parents, and fellow students so they can avoid an infraction
8. When taking an assessment:
 - a) Keep their eyes on their own work
 - b) Keep answers hidden from others
 - c) Put all notes and extra items away before beginning
 - d) Report any violations or suspicions of violations to a teacher or administrator
 - e) Turn in all electronic devices before the start of an assessment

B. Teacher Responsibilities

1. Attend an inservice regarding academic honesty, document their attendance, and discuss this issue with their students. The policy may be assessed in the IB handbook, on the Bryan High School website, and copies will be made available for every classroom.
2. Create appropriate assessments in accordance with curriculum requirements that foster creative or personal responses to questions, avoiding responses that require **only** recall of details
3. As a part of the student's approaches to learning skill development, the teacher (including the Extended Essay coordinator) will plan and teach academic honesty skills with models and practice – the emphasis should be positive and focused on prevention.
4. Teach how to properly cite the work of others and provide opportunities for students to practice proper documentation
5. Model and teach academic integrity so that all students are able to produce original work
6. Provide exemplars of original vs. unoriginal work
7. Post research and style guidelines on individual courses and the BHS IB website. Bryan High School utilizes the Modern Language Association (MLA) format for citation of resources. The preponderance of instruction will focus on MLA formatting, however, the use of other styles is acceptable based on a teacher's discretion. Students are encouraged to use Purdue OWL as a tool for general citations.

8. Instruct students on the use of *turnitin.com*. The purpose of using this site is to help students understand the citation process and how to appropriately recognize other's work, prior to submission of the student's finished work.
9. Discuss possible ways to help students avoid issues with academic honesty such as planning their work, documenting their share of work in a group assignment, making a list of references, avoiding unintentional copying, including (translated) texts from the internet in their work, including quotations in their work, including images, graphs or images of art taken from source material in their work with proper citation and discussing how to behave when using social media when sharing work with other students.
10. Adopt some possible ways to help students improve their grades, such as offering out of school tutoring, reading and commenting on drafts of assignments, using examples of work from past years for student practice, using turnitin.com for student work to check for referencing, referring students to website(s) that provide examples of student work, organizing internal assessments to be completed in "chunks" with reflection and editing time built in.

C. Coordinator Responsibilities

1. Chair the annual meeting to discuss issues related to academic integrity
2. Make any suggested changes in the policy. Post and verbally discuss with students, parents, and faculty any changes.
3. At the beginning of the school year, provide each student with a hard copy of the academic honesty policy and "Effective Citing and Referencing" and "Academic Honesty" published by the IBO. The coordinator will file a copy of the signed academic integrity policy with the Bryan High School IB student records.

D. Administrator Responsibilities

1. Provide the time and space for annual professional development and discussion on lesson planning and use of technology. The goal of this training will be two fold:
 - a. To support teachers in their personal, ethical use of materials, and
 - b. To support teachers as they instruct students in how to conduct themselves, especially in their academic pursuits, with integrity and with respect for the work of others.
2. Uphold consequences to violations of the academic integrity policy

E. Parent Responsibilities

1. Support students and the school in creating a community where students will independently create original work
2. Guide students in taking advantage of academic resources provided by faculty and/or posted on staff web pages and the BHS IB website
3. Work in conjunction with the student to communicate with staff when a student is struggling with an assignment
4. Support the faculty in helping students to recognize the importance of this policy and the value of academic honesty by discussing and signing the BHS IB Academic Honesty Policy. The academic honesty policy will be discussed at a parent session and may be accessed in the IB handbook and on the BHS IB website.

IV. Procedures and Consequences

A. Prevention of Infractions

As described above, the IB program at Travis B. Bryan High School will directly teach students how to proceed with integrity in their academic work. Additionally, we will use a variety of measures to verify the authenticity of student work. Travis B. Bryan High School will not submit a work with plagiarized content to IB. If an infraction occurs, students can be subject to disciplinary consequences both within Travis B. Bryan High School and with the IBO.

B. Levels of Misconduct

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Bryan High School Code of Conduct. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into account written materials, observation or information from students. (Bryan ISD school board policy 10/10/2013 and Travis B. Bryan Assessment Policy).

Violations include, but are not limited to the examples given below.

Level 1 occurrences, dealt with at the classroom level, include spur of the moment wandering eyes on examinations and similar infractions involving classroom and homework assignments. IB students are responsible for understanding the expectations of the instructor in each course. A student found guilty of a Level 1 infraction may receive a warning or loss of credit on that examination or assignment. Information about the infraction will be shared with the IB coordinator and documented. Parents may be contacted and a conference may be required.

Level 2 occurrences involve more serious ethical violations or a repeat of Level 1 offenses. These may include plagiarism and violations involving academic integrity. A student found guilty of a Level 2 infraction will receive no credit on the examination or assignment and may face detention/suspension from the IB program and/or from school. The IB coordinator, school administration, and a parent will be contacted, and a conference may be required. If a conference is required, the student has the right for a parent/guardian to be present. At any point in time, a parent may also request a conference.

Level 3 occurrences include a second occurrence of Level 2; premeditated cheating; involvement in cheating conspiracies; theft of assessment, instructional, or administrative material; altering grades in teacher's records; or behavior that is threatening toward faculty or students.

A student found guilty of a Level 3 infraction, may face suspension/expulsion from the IB program and/or Bryan High School. The IB coordinator, school administration, and a parent will be contacted, and a conference will be required.

C. Consequences

Incidents of academic misconduct are subject to review by a committee composed of the IB Coordinator, an administrator, and an IB faculty member. The committee may recommend any one of a combination of the following penalties in addition to the academic penalties imposed by the teacher in whose class the misconduct occurred:

- Immediate notification of IBO if academic misconduct occurs in relation to Internal or External Assessments

- Fulfillment of additional community service
- Information in the student’s file made available to other IB teachers, school organizations, to colleges and universities and to scholarship-selection personnel
- Dismissal from the IB Program
- Probationary period of a specified length
- Placement of the record of the infraction(s) in student’s official school file
- Disqualification from IB exams
- Student may be awarded a 0 for a subject component or an N (no grade) for the subject.
- In-School Suspension
- Removal by IBO of the award of the IB Diploma. The International Baccalaureate Program extends beyond Bryan High School Policy, and consequences may be more extensive. IB states that failure to comply with academic honesty requirements and standards will result in no grade being awarded for the subject concerned.

The 2019 IBO publication *Academic Integrity* includes a matrix of penalties for both students and schools that elaborates on the consequences of academic dishonesty and maladministration.

V. Academic Honesty Review

An annual review of the Academic Honesty Policy will be conducted by a committee of IB teachers, administrators, and students following the May exams to ensure that the policy is current with issues presented to staff and students and to continue community understanding of its importance. Any policy changes will be communicated by the IB Coordinator in a newsletter and orally at the beginning of the school year.

VI. Supporting Documents

Travis B. Bryan Language Policy
Travis B. Bryan Assessment Policy

VII. Documents Used in the Development of this Document

Academic Integrity. A publication of the International Baccalaureate Organization. United Kingdom. IBO. October 2019

Diploma Programme: From Principles into practice. A publication of the International Baccalaureate Organization. United Kingdom. IBO. April 2015

Bryan High School Code of Conduct

Bryan ISD School Board Policy

Academic Honesty Policy Last Update Fall 2020

Your signature on this form indicates you have read it, understand, and accept its provisions.

Student Signature _____ Print Name _____ Date _____

Parent/Guardian Signature _____ Print Name _____ Date _____