

EL SERENO MIDDLE SCHOOL AND WOODROW WILSON HIGH SCHOOL ACADEMIC HONESTY POLICY

Part I: Guiding Principles

El Sereno Middle School and Woodrow Wilson High School's Academic Honesty Policy holds students, parents/guardians, faculty/staff, and community stakeholders responsible for producing authentic work and demonstrating honesty and integrity. This policy incorporates and encompasses the LAUSD School-Wide Positive Behavior Support Policy (BUL-3638.0), the International Baccalaureate Diploma Programme Academic Honesty Policy, the International Baccalaureate Learner Profile, and at Wilson High School, the *MULES PAC 5* is added to align with their Personal Accountability Contract (PAC).

International Baccalaureate (IB) Learner Profile

Learners strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-Minded
- Caring
- Risk-Takers
- Balanced
- Reflective

Woodrow Wilson High School "MULES PAC 5"

Students practice:

- Modeling honesty, integrity, and responsibility
- Understanding and respecting each other and our difference
- Listening, speaking, acting, and writing with empathy and compassion
- Engaging in safe activities and healthy relationship
- Striving for academic and personal excellence

Part II: Definitions

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment (International Baccalaureate Diploma Programme Academic Honesty 1.1). This means that students demonstrate proper conduct in relation to producing work and taking exams. They also take ownership of *their* work. ¹

Concepts that relate to academic honesty and **dishonesty** *include, but are not limited to*: authenticity of work, intellectual property, plagiarism, collusion and cheating, and proper conduct during testing procedures.

Important Definitions

Malpractice includes behavior that results in, or may result in, the candidate/student or any other candidate/student gaining an unfair advantage in one or more assessment components. Malpractice includes plagiarism, collusion, and/or duplication of work.

Plagiarism is the representation of the ideas or work of another person as the candidate's/student's own.

Collusion is defined as supporting malpractice by another candidate/student, such as allowing one's work to be copied or submitted for assessment by another.

Duplication of work is the presentation of the same work for different assessment components and/or diploma requirements.

(Source: International Baccalaureate (IB) Diploma Programme Academic Honesty 2.1)

Part III: Responsibilities

Student Responsibilities

- Ensure that all submitted work is authentic, with the work or ideas of others fully and correctly acknowledged.
- Comply with school policies, procedures, and internal school deadlines (International Baccalaureate Diploma Programme Academic Honesty Policy 3.4).
- Review their work to ensure that it is correctly acknowledged/cited according to current MLA or APA guidelines (see Online Writing Lab at Purdue University at <http://owl.english.purdue.edu> or other approved college citation sites for more information).
- Sign a cover sheet for all externally assessed work (excluding the May exams), verifying that their work is authentic. ²

Teacher Responsibilities

- Confirm, to the best of their knowledge, that all candidates'/students' work accepted or submitted for assessment is the authentic work of each candidate/student.
- Detect plagiarism, collusion, or duplication of work.

- Support and comply with the school’s policy, acting as role models for candidates/students International Baccalaureate Diploma Programme Academic Honesty Policy 3.3).
- Teach candidates/students how to acknowledge all sources as well as provide examples.
- Sign a statement verifying to the best of their knowledge, that the work submitted by each student is authentic as required.₃

Examiner Responsibility (MYP Personal Project and Diploma Programme)

- Moderate candidates’/students’ work using prescribed assessment criteria.
- Report cases of malpractice supported by identified plagiarism.
- Write reports for submitted work that shows evidence of malpractice.

Head of School

- Support International Baccalaureate Programme fully in the prevention, detection, and investigation of malpractice.
- Establish an environment that promotes a school culture that requires academic honesty and rigor in academics.
- Schedule an annual review of the El Sereno Middle School and Woodrow Wilson High School Academic Honesty Policy with the Instructional Leadership Team (Administrators, Coordinators, Dean).

Part IV: The Academically Honest IB Student 4

The academically honest student in the International Baccalaureate Programme:

DOES

- His/her own work.
- Acknowledge help from parents, peers, and community members.
- Acknowledge the source of direct quotations.
- Acknowledge information taken from books, CD-ROMs and the Internet.
- Acknowledge reference materials in a bibliography.
- Know what constitutes cheating and abides by the rules.
- Bring the effort of others who cheat to the attention of school officials.
- Follow all exam rules and teacher instructions.
- Paraphrase in a legitimate manner and acknowledge the source of ideas.
- Collaborate with other students in an honest and legitimate manner.

DOES NOT

- Use notes during a test unless allowed by a teacher.
- Copy from another student during a test.
- Copy from the homework of another student.
- Hand in work as his/her own that has been copied.
- Do homework for another student.
- Give another student his/her own work to copy.
- Communicate with other students during a test.
- Take unauthorized materials into an exam room or use unauthorized materials.
- Misbehave during an exam.
- Impersonate another student.
- Steal exam papers.

- Disclose or discuss content of an exam with a person outside the school community within 24 hours of the end of the exam.

Part V: Prevention of Malpractice

El Sereno Middle School and Wilson High School's policy will ensure that:

- Students and their guardians will have access to the International Baccalaureate Programme Policy and consequences for malpractice will be available on the El Sereno Middle School and Woodrow Wilson High School websites.
- Students receive this policy, education, and practice of research and study.
- Students and their guardians will sign an honor code contract at the beginning of each school year.
- The academic honesty policy is supported and implemented school-wide and by every subject area.

Part VI: Detection of Plagiarism

Student

- Students are responsible for identifying any areas* still requiring acknowledgement and for submitting authentic work for assessment prior to signing the cover sheet for submission.

Teacher

- Teachers need to be vigilant when scoring work and notice changes in writing style that do not match past work submitted by each student, including changes in tone, writing style and/or levels of expression above and beyond the student's maturity and academic experience.
- Teachers must be vigilant that textbook passages are also not plagiarized. Supervisors for extended essays and personal project may quiz students about the content in their submitted work to verify authenticity at any point.
- Woodrow Wilson High School will have a list of set resources that faculty and staff will utilize to verify authenticity of candidate work and/or to detect plagiarism with consistency across subjects. *Areas include: passages, data, graphs, photographs, computer programs, etc.

Part VII: Authenticating Students' Work

- Teacher will judge whether a student's work is authentic. Ongoing support will help with early detection of unintentional plagiarism and will dissuade students from deliberate plagiarism. Ultimately, the students are responsible for ensuring that the final version of any work is authentic.
- If the teacher suspects that part or all of the work may be in violation of the academic honesty policy, they must inform the student of the risk and their responsibility to respect the academic honesty policy.

For Personal Project and DP candidates:

- The teacher must be vigilant for cases of collusion or plagiarism taught by more than one teacher. All work for the same subject, such as theory of knowledge essay, may be sent to the same examiner and the examiner will then identify work that is the same or very similar.
- Suspected plagiarism detected before a candidate signs the coversheet must be resolved at the school site and not brought to the attention of the International Baccalaureate Programme.
- The school must ensure that the coversheets are duly signed and dated. A student's signed cover sheet indicates that the final version of the work has been submitted. The student cannot later claim an incorrect version of their work was submitted for scoring. The signature of the student and the teacher on the cover sheet signifies that to the best of their knowledge the student's work is authentic.
- Any suspicion of malpractice that arises after work has been "officially submitted" to IB must be reported to the International Baccalaureate Programme Help Desk for investigation.

Part VIII: Consequences

All parties are encouraged to reflect on their work so that the school environment, as it relates to academic honesty, is consistent with District, school, and International Baccalaureate Programme policies and ethos.

El Sereno Middle School and Woodrow Wilson High School will impose internal sanctions when there are instances of malpractice related to assignments, projects, and internal exams.

Sanctions include, but are not limited to:

1st offense: The student is required to re-do the assignment. The teacher will review the El Sereno Middle School and Woodrow Wilson High School Academic Honesty Policy with the student. Parents/guardians will be notified by the teacher.

2nd offense: The student is given a zero for the assignment. Parents/guardians will be notified a counselor or administrator. Malpractice will be noted in school records.

3rd offense: Other disciplinary consequences may be assigned. A parent/guardian conference will be held with an administrator. Malpractice will be noted in school record.

Additional Sanctions

Additional consequences and sanctions may be recommended by the International Baccalaureate Programme as recommended in the International Baccalaureate Diploma Programme Academic Honesty Policy.

For further information about the (IB) International Baccalaureate Diploma Programme Academic Honesty Policy, go to:

http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_malpr_sup_0707_1_e.pdf

- 1) Southridge International Baccalaureate (IB) Policy on Academic Honesty.

- 2) IBO document, "Academic Honesty: Guidance for Schools." Section 6.4 Authenticating Candidate's Work
- 3) IBO document, "Academic Honesty: Guidance for Schools." Section 6.7 Authenticating Candidate's Work
- 4) Frank C. Martin International K-8 Center IB Middle Years Programme Academic Honesty Policy.