



# International Baccalaureate (IB) Program at Myers Park High School

## Middle Years Program (MYP) and Diploma Program (DP) Academic Honesty Policy Revised 2020

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## Overview and Rationale for Academic Honesty Policy

In accordance with the IB publications, *Academic honesty in the IB educational context* and *The Handbook of procedures for the Diploma Programme*, Myers Park High School upholds the principles of academic honesty, which are a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. Our hope is academic honesty will become a natural part of students' academic study, throughout high school, higher education, and beyond.

As stated in the *Academic honesty in the IB educational context* publication, "Academic honesty is an essential aspect of teaching and learning in the IB programs." We also acknowledge that the use of technology is changing how learning occurs and knowledge is constructed. It is therefore essential that learners are taught to understand and uphold academic honesty.

## Overview of Myers Park High Academic Honesty Policy

Academic honesty at Myers Park High School is informed by the attributes of the *IB learner profile*. In teaching, learning, and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies. As stated in the *IB Learner Profile*, "We 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." In all their studies for the Middle Years Program and Diploma Program, students must demonstrate academic honesty and avoid any form of academic misconduct.

The IB curriculum encourages the development of the Approaches to Learning (ATL) characteristics of self-management, social, communication, thinking and research to assist students in "learning to learn." Therefore, these skills are essential for students to develop in the context of academic honesty.

### *Promoting Academic Honesty at Myers Park High*

At Myers Park High, we have developed a school and a district policy on academic honesty. We create an assignment calendar to ensure that there is a balanced workload that encourages students to plan for their assignments. There are regular meetings with faculty members to verify that all parties have a clear understanding of IB expectation. There are also regular meetings with students and parents/guardians to communicate expectations regarding academic honesty.

### *Middle Years Program (MYP)*

MYP students are at a critical stage of self-development, we know that MYP students need to develop strategies to create and consume information. The MYP program focuses on the development of the Approaches to Learning and Teaching (ATLs) to enhance understanding academic honesty.

### *Diploma Programme (DP)*

Students at the DP level become a bit more independent but can still face stressors from the pressures of a rigorous academic course load. Students at the DP level are encouraged to build upon their formed ATLs and to develop research skills and study habits that demonstrate academic honesty in formal ways in order to prepare for entry into university studies or the workforce.

## **Three Strands to the Myers Park Academic Honesty Policy**

In recognizing the needs of our students, Myers Park High School has developed three strands to assist students understand the academic honesty policy. The three strands all send the same message. Academic integrity and personal honesty are essential to the preservation of trust at Myers Park High School. They affirm that the school expects personal integrity and intellectual honesty in all academic work. Students must take responsibility for their own actions and the consequences that accompany them.

### *Strand #1: School Level Honor Code*

Students agree to abide by it through their time at Myers Park High School. This honor code defines the rules of honesty by outlining the definition for using unauthorized assistance, aids or other materials. It also details the definition of plagiarism and forgery. The document also explains the consequences for honor violations.

The Myers Park Honor Code also has a pledge: As a member of the Myers Park community, I commit myself to act honestly, responsibly, and above all, with honor and integrity in all areas of student life. I am accountable for all that I say and write. I am responsible for the academic integrity of my work. I pledge that I will not misrepresent my work, nor give or receive unauthorized aid per my instructor's classification. I am respectful of school property and the property of others (albeit written, verbal, photographic, etc.). I will not tolerate a lack of respect for these values.

Signs are posted in classrooms that remind students on the honor code with this phrase: “On my honor, I will not lie; I will not cheat.” On major assignments and projects, students write this phrase and sign their name to the pledge.

This document and policy outlines the rights and responsibilities that a student has regarding the procedures if there has been a breach of academic honesty.

### *Strand #2: Charlotte-Mecklenburg Schools (CMS) Student Rights, Responsibilities and Character Development Handbook*

All CMS students must adhere to the policies in this document. It spells out CMS’ expectations for every student and the consequences for not adhering to CMS policy. Academic honesty is a part of this policy and outlined in this document. Students and parents/guardians must sign it each year.

Here is a link to the [\*\*2019-2020 CMS Code of Conduct\*\*](#). This document and policy outlines the rights and responsibilities that a student has regarding the procedures if there has been a breach of academic honesty.

### *Strand #3: IB Policy Regarding Academic Dishonesty*

Myers Park High School adheres the publications put forth by the IBO in defining what constitutes academic dishonesty in the MYP and DP.

## **Defining Academic Integrity**

### *What is Academic Misconduct?*

Academic misconduct may include a variety of behaviors where a student presents information that was not their original thought and was not properly attributed to the author’s work. The following scenarios are examples of academic misconduct:

- Lack of Referencing
- Too much assistance and collusion
- Duplicates work to meet the requirements of more than one assessment component
- fabricates data for an assignment
- takes unauthorized material into an examination room
- disrupts an examination by an act of misconduct, such as distracting another candidate or creating a disturbance
- exchanges, supports, or attempts to support the passing on of information that is or could be related to the examination
- fails to comply with the instructions of the invigilator or other member of the school’s staff responsible for the conduct of the examination

- impersonates another student
- steals examination papers
- discloses or discusses the content of an examination paper with a person outside the immediate school community within 24 hours of the examination

Please note that this is not an exhaustive list of instance of academic misconduct. Students should always seek to ensure they are acting with integrity with their academic work and seek assistance when unsure.

## Responsibility of School

It is important for the whole school to be involved in supporting students along the journey of learning to learn and to learn how to uphold academic honesty.

### *Responsibilities of School Administration and the IB Coordinator:*

In order to promote academic honesty at Myers Park High, the IB Coordinator will:

- Ensure that the school's academic honesty policy is aligned with the IB expectations and undergoes a periodic review
- Ensure that academic integrity is a part of the teaching and learning process and is a part of the school culture
- Ensure that teachers, students, and parents/guardians are aware of IB requirements concerning academic honesty
- Collaborate with IB teachers on an internal calendar of all due dates for the receipt/ submission of candidates' assessment material
- Ensure candidates and proctors/invigilators are provided with relevant information about examination regulations
- Ensure the safety and security of confidential IB examination materials and the conduct of all IB examinations

### *Responsibility of Teachers*

In order to promote academic honesty at Myers Park High, the teachers will:

- Identify and address the reasons why students often engage in acts of academic misconduct such as:

- unintended acts caused by ignorance or lack of understanding of the expectations to create authentic work
  - not understanding the IB's rules and regulations
  - lack of training in the required skills (example: How to reference)
  - poor time management
  - the revitalization of academic misconduct incidents
  - poor satisfaction with their teachers and assessment tools
  - lack of punishment for those who engage in academic misconduct
  - the ease with which information is obtained on the internet and the general belief that the information is available and therefore belongs to all and can be used without the need to reference it
  - the easy access to support services, such as writing or tutoring services
  - the pressure to be successful in their studies and achieve excellent results
  - inconsistent messages, instructions and training received from teachers as to what constitutes academic misconduct
- Set clear expectations for assignments and provide guidance to candidates on how to cite the sources they have consulted
  - Discuss the benefits of submitting assignments that are correctly referenced
  - Devote time to teach and practice these skills, making them “second nature”
  - Be a role model; make certain all shared materials (handouts, presentations, etc.) are correctly referenced
  - Design assignments that do not lend themselves to academic misconduct
  - Attest to the authentication of student work upon request

### *Responsibility of Media Specialist*

In order to promote academic honesty at Myers Park High, the Media Specialist will:

- Have an overview on the IB curriculum and its delivery
- Be a part of the team that compiles and reviews the school academic honesty
- Conduct workshops on information literacy and academic honesty as an essential part of the staff professional development
- Ensure that all teacher and students are aware of effective citing and referencing
- Attest to the authentication of student work upon request

## **Responsibilities of the Students**

In order to uphold academic honesty at Myers Park High, the student(s) will:

- Not engage in any form of academic dishonesty at any time
- Learn and use correct methods of source citation, including for internet sources, and ask teachers for guidance. Note: Ignorance of standard practice as taught in the program, shall not excuse students' responsibility for proper source citation.
- Ensure that all work they submit is authentic
- Inform a staff member when they are aware that another IB student(s) have demonstrated academic dishonesty
- Attest to the authentication of work upon request
- Work collaboratively only in appropriate circumstances. Students are encouraged to form study groups, but they should always ask their teachers for what type of collaboration is appropriate before working with other students
- Have a full understanding of the school's and the IB's policies
- Show a responsible use of internet and associated social media platforms

## **Responsibilities of the Parents/Guardians:**

Parents play an important role in supporting and helping their child achieve their full potential and acting with honesty by:

- Being familiar with the Myers Park Academic Honesty policy, Myers Park Honor Code, CMS Code of Conduct and the IBO documents that related to the MYP and DP programs
- Support their child's understanding of IB politics, procedures and subject guidelines
- Support their child in planning a manageable workload so they can practice a balanced lifestyle
- Understand what constitutes school maladministration and its consequences
- Supporting teachers and administration in talking to their children about the importance of academic integrity
- Report any potential cases of student misconduct or school misadministration to the IB Coordinator
- Abstain from giving or obtaining assistance in the completion of work for their child

- Cooperating with the school in the case that their child is found to be guilty of malpractice, either intentionally or unintentionally.

## Frequently Asked Questions

## Academic Policy Review

The policy will be reviewed across the school by the IB Coordinator in consultation with the IB teachers at the end of every academic year, unless otherwise required. This policy was last reviewed in March 2020.

## Works Cited

CMS. "Student Code of Conduct, 2019-2020." Charlotte-Mecklenburg Schools, August 2019. [www.cms.k12.nc.us](http://www.cms.k12.nc.us)

Myers Park High School. "The honor pledge." Myers Park High School, 2006. <https://schools.cms.k12.nc.us/myersparkHS/Documents/StudentHandbook15-16.pdf>

IBO. "Academic honesty in the IB educational context. International Baccalaureate Organization, August 2014. [www.ibo.org](http://www.ibo.org)

IBO. "What is an IB education?" International Baccalaureate Organization

IBO, "Policy and Procedures" International Baccalaureate Organization

## Supporting Documents

The following documents may provide resources for school staff, parents/guradians and students.

IBO [General Regulations: Diploma Programme](#)

IBO General Regulations: Middle Years Program

IBO Effective Citing and Referencing

IBO Learner Profile

IBO Middle Years Programme Assessment procedures (updated annually)

IBO Middle Years Programme Assessment procedures (updated annually)

Myers Park High School's Honor Code

Myers Park IB Website