

Proviso Mathematics & Science Academy International Baccalaureate Diploma Programme Academic Honesty Policy

Philosophy/Beliefs

Research and scholarship are the foundation of our work as a math and science academy. In concordance with the IB learner profile, we embrace the opportunity to contribute to the development of principled learners. Our student handbook states the following:

The primary focus of the Proviso Mathematics and Science Academy is learning. The most meaningful learning comes about as a result of a serious approach of the subject by students, the motivation to achieve, and the quest to fulfill one's dreams. Cheating or plagiarism undermines learning. It is an attempt to gain unfair advantage. It always involves the loss of academic integrity and inhibits the student's opportunity to really learn. (PMSA, 2014-15)

Purpose/Goals

As PMSA requires that all students take at least one course in research and as all of the classes at PMSA incorporate research into their curricula, academic honesty and ethical practices in scholarship and research take center stage. It is the goal of PMSA to ensure that our students understand the importance of ethical academic behavior, that our students hold themselves and their classmates to the highest academic integrity standards, and that this knowledge and these practices will continue throughout their time at PMSA and into their post-secondary endeavors.

Definitions

The International Baccalaureate Programme recognizes the following forms of academic malpractice: plagiarism, collusion, and duplication of work. In addition, other activities which result in unfair advantage for a DP candidate or those affecting another candidate's results fall into the category of malpractice (misrepresentation, certain types of misconduct, falsification of documents, etc...) (IBO, 2007).

To this effect, the following definitions will be used:

Plagiarism is the use of the intellectual work of others, without proper acknowledgement, and the act of representing the ideas or discoveries or another as one's own (Barrett & Cox, 2005).¹ The IBO defines plagiarism as "the representation of the ideas or work of another person as the candidate's own" (IBO, 2007). The MLA Handbook for Writers of Research Papers clarifies that there are two types of wrongs that constitute plagiarism: intellectual theft (i.e. use of another's work without proper acknowledgement) and fraud (i.e. the use of another's work to one's own gain) (Gibaldi, 2003).

Collusion is any form of joint effort intended to deceive (Barrett & Cox, 2005). Additionally, the IBO defines it as "supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another" (IBO, 2007).

Duplication of work, as defined by the IBO, is "the presentation of the same work for different assessment components and/or diploma requirements." The submission of work previously submitted for a grade is considered a deceitful practice. Re-working a paper that was previously

¹ Adapted from the University of Exeter guide cited in *The line between collaboration and collusion*, Barrett & Cox, 2005

done for another course may be allowable if permission is granted by the current instructor (IBO, 2007).

Practices

Students who apply to the Preliminary PMSA IB Diploma Programme must sign (and have their parents sign) an Honor Code and Pledge² as part of their application process. This Honor Code and Pledge explains that all members of the PMSA community are expected to uphold and promote the principles of honesty, integrity, respect, responsibility, and ethical decision-making.

Students who are accepted into the prospective IB Diploma Candidate class must sign the IB Diploma Candidate Honor Code and Pledge³ which overlays and reaffirms the PMSA Honor Code and Pledge and contains language specific to the IB's academic honesty policies and practices.

Peer-led activities in responsible scholarship and ethical research are conducted during the Freshman Transition Program prior to the start of the students' first year at the Academy. The librarian incorporates these aspects as well during Freshman LRC Orientation and on demand for any teacher requesting more in-depth sessions or for subject-specific training for his/her class(es). Teachers explicitly express their expectations of academic honesty and the means by which it is to be upheld to each class (and when necessary) for each assignment.

Prevention/Good Practices

Incoming 9th graders, including PMSA Pre-IB students, will participate in peer-led academic honesty in-service training during the Freshman Transition Program held prior to the start of the school year. During the 9th grade seminar series, direct instruction in best practices for avoiding academic malpractice will take place. The IB "Ethical Practice in the Diploma Programme" poster will be in all DP classrooms and the teachers will explicitly discuss the expectations for academic honesty in each class. Students in the Diploma Programme will receive the "General regulations: Diploma Programme" guide prior to the start of their 11th grade year (upon applying for candidacy to the Preliminary PMSA IB Diploma Programme).

Monitoring

Teachers are responsible for creating a classroom environment which fosters academic honesty, for maintaining the school's philosophy in this regard, and for monitoring student work to encourage high ethical standards. Where appropriate (essays, papers, labs, etc...) teachers will use web-based verification software (e.g. Turnitin.com, Viper, Duplichecker) for formative and summative classroom assignments. For IB Diploma Programme Internal and External Assessments (including TOK, EE and CAS requirements), the submission of student work to a plagiarism verification program will be mandatory.

Consequences

At the school level, the consequences for academic dishonesty are outlined in the student handbook as the ninth item of prohibited student conduct: "Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores" (PMSA, 2014-15).

To comply with the right of due process, the procedure outlined in the student handbook will be followed: "In any situation where a violation of the Code of Student Conduct is alleged, the

² See Appendix A

³ See Appendix B

Principal or the Principal's designee shall observe fundamental procedures of due process. The student shall be made aware of the charges against him/her, be given the opportunity to explain his/her point of view, present witnesses, and not be subject to excessive punishment" (PMSA, 2014-15).

Level of consequences vary by severity of infraction and include both mandatory and optional consequences that may be applied. The handbook's matrix of infractions/consequences for cheating/dishonesty mandates teacher intervention, confiscation of inappropriate item, and counseling along with a number of optional consequences (verbal reprimand, community service, parent/teacher/student conference, behavior contract, removal from classroom, strictly supervised study area, loss of credit for work, loss of privileges, detention, in-school suspension/character education, short-term out-of-school suspension 1-5 days, and transfer to district home school) (PMSA, 2014-15).

For cases of academic misconduct in IB diploma requirements and/or assessment components, the procedures outlined in the IB General regulations: Diploma Programme guide will be followed (IBO, 2011).

Honor Codes and Pledges

See Appendices A and B for the PMSA Applicant Honor Code and Pledge (completed and signed upon application to the academy prior to enrollment) and the PMSA IB Diploma Programme Honor Code and Pledge (completed and signed upon agreement to enter the Diploma Programme prior to candidate registration).

Members of the PMSA IB DP Academic Honesty Policy Committee

Darlyne Delaney, DP Coordinator-Designate

Shoshana Fiala, Librarian

Kristen Kovack, Teacher

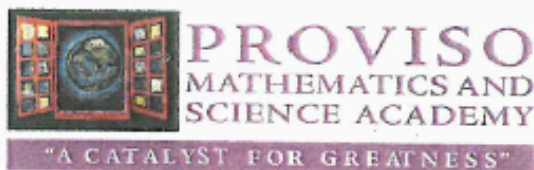
Robert Markus, Teacher

Amy Paulus, Counselor

Once authorized, the Academic Honesty Policy will be posted on the PMSA website under the IB Diploma Programme tab. The Proviso Mathematics & Science Academy International Baccalaureate Diploma Programme Academic Honesty Policy is subject to review and revision on an annual basis. Membership on the PMSA IB DP Academic Honesty Policy Committee is voluntary and based on availability. All policy is reviewed by building administration and may additionally be subject to district approval.

Works Cited

- Barrett, R., & Cox, A. L. (2005). 'At least they're learning something': the hazy line between collaboration and collusion. *Assessment & Evaluation in Higher Education*, 30 (2), 107-122.
- Gibaldi, J. (2003). *MLA Handbook for Writers of Research Papers* (6th ed.). New York, NY: MLA of America.
- IBO. (2007). *Academic Honesty*. International Baccalaureate Organization. Cardiff, Wales: International Baccalaureate Organization.
- IBO. (2014). *Academic honesty in the IB educational context*. International Baccalaureate Organization. Cardiff, Wales: International Baccalaureate Organization (UK) Ltd.
- IBO. (2011). *General regulations: Diploma Programme*. International Baccalaureate Organization. Cardiff, Wales: International Baccalaureate Organization.
- PMSA. (2014-15). *Proviso Mathematics & Science Academy Parent & Student Handbook, 2014-2015*.



HONOR CODE AND PLEDGE

The Proviso Mathematics and Science Academy is an academic community that upholds the values of honesty, integrity, respect for self and others, ethical decision-making, and responsibility for personal decisions. It is a community that works toward the common good and promotes the dignity and worth of all. Together, Academy community members honor the efforts and achievements of each other, recognizing and celebrating both strengths and areas of growth as part of the human condition.

- Honesty** A value that holds each person to the truth
- Integrity** Firm adherence to our values with and without the presence of others
- Respect** Treating others as we would like to be treated
- Responsibility** Being accountable for our actions and accepting the consequences of our actions
- Ethical Decision-Making** Adhering to the highest standards of judgment while making personal and community decisions

The student code, as defined in the Student Handbook, explains those types of behavior that support and those that undermine these principles. Each Proviso Mathematics and Science Academy community member is expected to uphold and promote these principles with rigor and passion. Together, we are proud to be the Proviso Mathematics and Science Academy.

As a member of the Proviso Mathematics and Science Academy community, I honor academic and personal integrity. I will uphold the values of honesty, integrity, respect, responsibility, and ethical decision-making.

Applicant Name _____
 Applicant Signature _____ Date _____
 Parent Signature _____ Date _____

Appendix B



PMSA IB DIPLOMA PROGRAMME HONOR CODE AND PLEDGE

I hereby pledge that

- I recommit myself to uphold the highest standards of academic honesty and integrity outlined in the PMSA Admissions Honor Code and Pledge
- I will not engage in any form of academic malpractice, including but not limited to,
 - plagiarism (intentional or accidental)
 - collusion
 - duplication of work
 - behaviors intended to gain unfair advantage (falsification of information, use of unauthorized materials during assessments, disclosure/receipt of assessment information, etc...)
- I will not abet others in the commission in any form of academic malpractice

By signing below, I confirm that

- I have received, read, understand and agree to abide by the PMSA IB Diploma Programme Academic Honesty Policy
- I have received, read and understand the “IB General regulations: Diploma programme for students and their legal guardians” guide
- I have read, understood and agree to uphold the above pledge

PMSA Diploma Candidate
Name

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PMSA Diploma Candidate Signature

Date

Parent/Legal Guardian Name

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Parent/Legal Guardian Signature

Date