

Annapolis High School, an IB World School

Academic Integrity Policy

As International Baccalaureate World Schools, all Annapolis High School students are expected to strive to be principled in all aspects of their lives. To be principled, according to the IB Learner Profile is to, “. . .act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.” Acting with academic integrity is a characteristic of being a principled learner. Learning occurs best in an environment where high ethical standards are integral parts of student and teacher character. Academic integrity is a fundamental value of teaching, learning, and scholarship.

Within the Anne Arundel County Public Schools district, IB World Schools are part of the AACPS Magnet programs. As such, Annapolis High School adheres to the Academic Honesty Policy for Magnet Programs. This policy was written to align with the AACPS Academic Integrity Policy and meet requirements of the IB.

Anne Arundel County Public Schools: Academic Honesty Policy in AACPS Magnet Programs

As an IB World School, Annapolis High School places academic honesty at the heart of student achievement and authentic performance while measuring personal integrity by fair and principled representation of one’s abilities and skills. Regardless of the intention or perceived intention of academic misconduct, it is the work that the student submits, and only that work, which is under review. Within the AACPS Magnet programs, the AACPS Academic Integrity Policy and Regulations apply. Where exceptions exist, we will state them within this document.

Philosophy

Academic Honesty is a belief that all students are responsible for presenting their own authentic work. Lapses in judgment, unintentional acts, or premeditated choices to misrepresent one’s abilities or skills constitute academic misconduct.

Furthermore, all members of this community—students, teachers, administrators, staff, and parents—take ownership of their written, visual, or audio compositions and their originality, explicitly noting when the work of another has been included in theirs. Instruction designed to support students’ research, writing and citation skills will be offered in magnet program coursework in grades 6-12. Students have access to many resources, which include print and electronic resources as well as school staff. Failure to complete work in a timely manner prevents students from being able to access these resources fully.

Finally, academic misconduct may result in action taken by AACPS and/or one of its affiliated programs i.e. the International Baccalaureate Organization.

Annapolis High School, an IB World School

Overview

In IB World Schools, it is especially important that students take sole responsibility for any and all of their academic work; they alone are accountable for its originality. Students should:

1. Ensure that **all sources** they have consulted are acknowledged in their work using the **referencing style** agreed upon by their teacher. IB students should refer to the IB publication "Effective Citing and Referencing" (2014),
2. Make sure that information they have used is **acknowledged** in the body of the text and is fully listed in the works cited.
3. Use **quotation marks or indentation** when using another individual's exact words and give credit to the original author.
4. **Cite their source** whether they use a direct quotation or paraphrase the words/ideas of another so that readers can find the reference; if the origin of a source cannot be stated, it should not be used.

Definitions of Academic Misconduct or Malpractice

Plagiarism— is the intentional or unintentional representation of the ideas, words, or work of another person as the student's own. Students must also be aware that translating a passage of text and using the translation in their own work without acknowledging its source is also plagiarism.

Collusion—is supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another

Duplication of Work—is the presentation of the same work by a student for different assessments, assessment components, and/or AACPS or AACPS Magnet program requirements.

Misconduct—is a breach in protocol or conduct during an examination* or assessment**. Students who possess unauthorized material, demonstrate disruptive behavior, copy another's work, or communicate with another student are examples of this misconduct.

Disclosure of Information—is the exchange of any information, related to an examination* or assessment**, to another student whether a student gives or receives such information. Additionally, any discussion of the contents of an IB examination within 24 hours after the examination is also misconduct.

Misrepresentation of Information - is the submission of altered hours or signatures of approval for independent work, internships, CAS hours. (Handbook of Procedures, 2017).

**Examination - IB Diploma Programme Examinations*

***Assessment - formative or summative assessment tasks or IB Diploma Internal Assessments.*

Annapolis High School, an IB World School

Forms of Academic Misconduct or Malpractice

While there is only one set of values and skills that constitute academic honesty, there are many forms of academic misconduct or malpractice.

Academic misconduct or malpractice is a behavior by a student that results in that student gaining an unfair advantage over another student or receiving credit for work that is simply not, in part or in its entirety, his/her own work. What often complicates the concept of academic dishonesty are the areas of academic negligence, academic infringement, collaboration and intellectual property infringement.

Academic Negligence is an act of plagiarism which ranges from students being careless in not recording their sources to displaying a casual disregard for the origin of the material in their work.

Academic Infringement is the failure of students to note the source of information within the body of their work (i.e. quotation marks or the like) but has or has attempted to acknowledge the source in their works cited page. Although this is not plagiarism, per se, no mark or grade may be given to the work.

Collaboration is loosely defined as working together on a common task with the aim to share information. Students, however, are still responsible for producing their own work in their own voice and must not allow their work to be copied or submitted by another student.

Intellectual property refers to creations of the mind. It is a work or invention that is the result of creativity such as a manuscript, a song, a performance piece, a design, an experiment, a prototype, or the results of research to which one has rights. (Handbook of Procedures, 2017).

Procedures for Academic Honesty Infractions

At Annapolis High School, inclusive of the system's IB Diploma and Career Related Programme, teachers often require drafts of work to be completed. Within this context teachers may allow students the option of correcting any irregularities in their work before submitting their final copy or in any official submission to IBO. Teachers may also require students to submit work electronically to turnitin.com.

If a teacher (student, parent, or administrator) suspects that a student is in violation of academic honesty policy (or if turnitin.com reveals any degree of plagiarism):

1. The student's work may be subject to a formal investigation.
2. The teacher or the IB coordinator will make every attempt to document the source of the infraction.
3. The teacher or the IB coordinator will consult with the student to discuss the possible infraction.

If an infraction has occurred:

1. The student's parent(s) or guardian(s) will be contacted.
2. If the student is a magnet student, the teacher or the IB coordinator will notify the Magnet Office and the district IB coordinator, Mary Austin, of the malpractice.
3. The district IB coordinator, and when appropriate the IB coordinator, will meet with the student to determine the consequences of malpractice. Consequences can range from a zero on the assignment, which may result in loss of credit for the course, probation, ineligibility for the IB Diploma, Career Related Certificate and/or removal from the magnet program.
5. The Principal will record the incident, notify the parents, BOE, and in cases involving IB, the IB Organization.

Annapolis High School, an IB World School

In cases specific to the IB Diploma and Career Related Programmes, any infraction or malpractice on an official IB assessment or examination component, requires the IB DP Coordinator and the Principal to follow IB protocols. In most cases, the student will be removed from the program and the assessment will be void.

References and Resources:

AACPS Academic integrity Policy and Regulations Effective Citing and Referencing, International Baccalaureate Organization, 2014. Handbook of Procedures for the Diploma Programme, International Baccalaureate Organization, 2017. IB General Regulations: Diploma Program, International Baccalaureate Organization, 2017.

Expectations of the stakeholders:

In our IB community at Annapolis High, all stakeholders—including students, teachers, administrators and parents-- are expected to uphold and support this Academic Integrity Policy.

Students will . . .

- Exercise academic integrity in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers when needed.
- Avoid engaging in cheating, plagiarizing, and lying.
- Use sources in the prescribed manner.
- Report any violations of the Academic Integrity Policy.

Teachers will . . .

- Develop, model, and sustain ethical practices within the classroom setting.
- Report violations of the Academic Integrity Policy to counselors and administrators.
- Encourage honesty
- Teach all students how to use all forms of resources adequately—including information and communication technology.
- Confer with those who violate the Academic Integrity Policy.
- Contact the student's parent or guardian regarding a violation of the Academic Integrity Policy.

Parents will . . .

- Discuss the Academic Integrity Policy with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the Academic Integrity Policy.

Annapolis High School, an IB World School

Administrators will . . .

- Ensure that the faculty, students, and parents receive the Academic Integrity Policy.
- Help contribute to a school-wide environment that encourages adherence to the Academic Integrity Policy.
- Require teachers to enforce the Academic Integrity Policy.
- Maintain accurate records of Academic Integrity Policy violations.
- Ensure that the Academic Integrity Policy is being applied consistently throughout the school.

Students will be asked in either home room or student advisory to sign an acknowledgement that they have read the Academic Integrity Policy and Regulation at the start of each year, along with a statement pledging that they have read, understand, and will adhere to this Policy and Regulation when submitting all academic work. Copies of the signed acknowledgement will be retained at each school's main office.

Violations of the Academic Integrity Policy and Regulation may result in disciplinary action. Consequences for violations may vary according to the severity of the violation and will follow the progressive interventions and discipline as outlined in the Student Code of Conduct.

Policy Access

The policy is published to the school's website as well as the IB webpages for the school. At the start of each year, the policy is referenced in the back-to-school communications.

Policy Review

This policy will be reviewed by the schools' leadership teams every February to ensure the following:

- It aligns to any changes made to the AACPS academic honesty policies
- It is informed by feedback from parents and other stakeholders
- It is practiced with fidelity

2020 Policy Review Committee

Patricia Newgent, IB Diploma Coordinator
Patrick Gelin, principal,
Commander Eggleston, JROTC coordinator
Jay Koller, IB MYP Coordinator
Beth Foster, Assistant Principal
Kathleen Richburg, IB School Counselor