

## Broughton High School Honor Code

**Intent:** The Broughton High School Honor Code promotes a principled community of honesty, integrity and trust that supports student learning and achievement. All students will be asked to sign the Broughton High School Honor Code in Advisory Class; these documents will be collected by administration and filed in the main office. To emphasize the importance of academics and academic integrity, teachers will also be encouraged to place a modified version of the BHS Honor Code on assessments and to obtain student signatures.

### **The Broughton High School Honor Code reads as follows:**

Wake County Public School System and Broughton High School require adherence to specific standards of conduct in academic affairs. Wake County School Board Policy 6410 reads as follows:

**Integrity:** *Any student who engages in or attempts to engage in cheating, plagiarism, or falsification...shall be subject to disciplinary action. The following actions are specifically prohibited:*

1. **Cheating:** *Giving or receiving of any unauthorized assistance on academic work*
2. **Plagiarism:** *Copying the language, structure, or idea of another and representing it as one's own work*
3. **Falsification:** *Verbal or written statement of any untruth*

Examples of **cheating** include, but are not limited to, the following: Copying information from others' work; allowing others to copy information from yours or someone else's work; using unauthorized materials or methods to complete an assignment, including cheat sheets, notes, books, formulas or information in calculators, cell phones, and other sources; having unauthorized prior knowledge of an assessment; and choosing to be absent on the due date of a project, paper, quiz, or test.

Examples of **plagiarism** include, but are not limited to, the following: Copying and pasting information from a webpage into an assignment without proper citation, using images from electronic or print sources without proper citation, and using unauthorized translation services or devices.

Examples of **falsification** include, but are not limited to, the following: Attempting to pass off someone else's work, imagery or technology as your own; purchasing an assignment from another person or technological resource; falsifying scientific or other data submitted for academic credit; forging a signature; and tampering with official records.

### **Consequences:**

Violation of the Broughton High School Honor Code is a Level II integrity violation. Level II violations are punishable by a short-term suspension though punishment may be reduced or heightened in the event of mitigating or aggravating circumstances. The Broughton High School community will adhere to the following consequences:

- The teacher will talk to the student about the violation and coach the appropriate student behavior or action.
- The teacher will call the parent or guardian to discuss the incident.
- The teacher will write a discipline referral documenting the incident.
- The administrator will notify any extracurricular organizations of which the student is a member; the organizations will take action in accordance with their by-laws or codes of conduct.

- The student will receive a zero on the assignment.
- The student will be subject to punishment based on the severity (mitigating v. aggravating) of the action.

### **Student Statement of Integrity**

As a student of Broughton High School, I understand not only that I am entitled to an honest and exceptional learning environment, but also that I have a personal responsibility to embody and promote honesty, integrity and excellence. As the undersigned, I promise to uphold the integrity of the Broughton learning community and acknowledge that I am aware of the Broughton High School Honor Code as well as the consequences I invite by violating it.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Responsibilities of Teachers:**

- To maintain and support the academic integrity of the school community
- To clearly present the Broughton High School Honor Code to all Advisory Class students and academic students
- To include the Student Statement of Integrity or a modified version of it on any assignments deemed appropriate
- To maintain the integrity of all assessment processes by monitoring testing situations, changing assignments from year to year, and developing multiple versions of assessments if necessary
- To explain the use of permissible study aids
- To highlight issues of academic integrity through ongoing classroom discussion
- To instruct students in proper research techniques, including note-taking strategies and citation methods
- To adhere to the consequences as written
- To check student papers for plagiarism using technological software or other appropriate means

### **Responsibilities of Students:**

- To maintain and support the academic integrity of the school community by completing all assigned work and assessments according to the stated policies and without cheating, plagiarism or fraud
- To understand the Broughton High School Honor Code and the potential consequences
- To understand the assignments you are given, the processes necessary to complete those assignments, and the individual teacher's expectations

### **Responsibilities of Administrators:**

- To maintain and support the academic integrity of the school community
- To adhere to the consequences as written

### Interpretation of the Broughton Honor code within the Broughton IB Programme:

The BHS integrity policy aligns with DP expectations and is fully applicable to all DP students. The school has taken the following actions to implement the academic honesty policy:

- The IB Diploma Academic Honesty Policy will be continually evaluated by IB teachers and will be officially reviewed and updated yearly in a meeting of IB Diploma faculty members. It will also be available publicly to students, their families, and other interested parties via the Broughton IB website and presented to students and their families during meetings regarding the program.
- IB Diploma staff instruct all DP students in the interpretation and practice of academic honesty in each of the subject courses. Students also receive instruction and guidance regarding these issues in their IB core courses across both years.
- In TOK, students engage with lessons surrounding questions of the philosophical and educational purposes of the practices of academic integrity, and how these questions play out differently across the eight areas of knowledge.

The school has taken the following actions to communicate the academic honesty policy to teachers, coordinators, students, librarians, counselors, and parents. This is achieved through:

- the school website
- the class-specific DP websites
- school-wide lessons during enrichment periods for all students in the school
- staff meetings, led by DP coordinators
- parent meetings with IB DP parents
- subject-specific lessons in all six groups

Students have access via the school-based IB website to appropriate student guides for all subject-based assessments and the IB core. All subject teachers and Extended Essay supervisors all receive copies of the appropriate subject guides and face-to-face guidance from coordinators regarding the implementation of the IB academic honesty policy.

Students who commit academic malpractice within the IB programme will be subject to the full academic and disciplinary consequences of the BHS integrity policy, as detailed in the Student Handbook. *Further, IB coordinators reserve the right to send official communication to colleges, universities, and scholarship institutions regarding specific instances of academic malpractice.*

The coordinators in the Broughton Diploma Programme ensure the security of all forms of assessment in the DP. Exam papers are stored in a locked cabinet within a locked office. Candidates have no access to exam materials until the appropriate time for examinations. All requirements with regard to internal and external assessment security are robustly followed. DP subject teachers are specifically instructed on subject-appropriate measures for internal assessment policies and procedures regarding student collaboration and the appropriateness of student behavior for each internal assessment.

After discussing the expectations for academic honesty at the beginning of each year, students will receive a printed version of the school Assessment and Academic Honesty policies. Students will sign the following statement to indicate their understanding. "I understand fully and agree to and will abide by the above [Assessment and Academic Honesty] policies. Furthermore, by signing this document, I acknowledge that all work that I submit to my teachers, IB coordinators, other school faculty members, the Managebac site, and the IB for internal or assessment, including via eCoursework, is indeed authentically mine."