Crete-Monee Middle School
Academic Honesty Policy

<u>Purpose</u>
To create a learning community which operates with integrity in all areas of learning, where academic honesty is taught, expected, and practiced.

<u>Introduction</u>
Our academic honesty policy is based upon the IB Learner Profile and Crete-Monee School District student handbook policies.

Objectives

- Outline clear definitions to students and staff that reflect academic honesty and malpractice in the context of the MYP. The definitions are based on the IB's definition of "principled" - acting with "integrity and honesty, with a strong sense of fairness and justice." Principled learning requires students to be honest and ethical in referencing sources of knowledge and ideas in their work.
- Provide examples of malpractice for students.
- Outline the roles and responsibilities to specific stakeholders in preventing and stopping malpractice including: Principal, Assistant Principals, Division Leaders, teachers, paraprofessionals, students and families.
- Explain consequences established by the school to students found guilty of malpractice.
- Academic Honesty Agreement for students, parents and/or guardians.

IB Learner Profile

Any staff member, student or parent who is practicing the attributes of the IB learner profile will, by definition, be practicing academic honesty. We encourage students to be: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective. Principled learning requires students to be honest and ethical in referencing sources of knowledge and ideas in their work.

Definition of Academic Honesty

Being principled in respecting the ideas of others. When we grow from or reference others' ideas and or work, appropriate credit and proper acknowledgement must be given.

Definition of Malpractice

Behavior that creates an unfair academic advantage for a student in one or more assessment component.

- Plagiarism - Any time a student presents others' ideas or work as his/her own. The rules and conventions noted in the APA format must be used to cite someone else's work.

  Examples of Plagiarism
  1. Copying what someone else has written without quotation marks and APA citations.
  2. Using someone else's ideas and putting them in your own words (paraphrasing) without using APA citations.
  3. Copying a painting, photograph or drawing you find from another artist and claiming it is an original work by you.
  4. Claiming that a written work was created by you when it was not, including but not limited to: poetry, song lyrics, essays, or spoken word from another artist.
  5. All internet sources, DVD's, electronic materials, emails, etc. must be cited using the APA format.

- Collusion - Any time a student supports malpractice by another student, like allowing his/her work to be copied by another student and submitted for assessment

Examples of Collusion
1. Cheating off a classmate's test
2. Sharing test questions and/or answers with a classmate or underclassmen
3. Submitting an assignment that was not completed by you (i.e. parent, sibling, or peer completing an assignment for the student)
4. Allowing someone to copy your work and present it as their own

- Collaboration - Working with others on a common aim should not result in a member of the group copying or submitting the work of other members for assessment.
  - Please note the following:
    - Students are encouraged to collaborate in some instances; for example, they might work together on creating a data table in sciences. The data tables will be identical, but all other required parts of the lab must be individual work.
    - Students are expected to follow the guidelines of specific collaborative group assignments in order to accurately reflect the contributions of all members of the group to the assignment.
    - The assessment task-specific clarifications can assist in identifying the elements that are expected to be a collaborative group effort, and those, if any, that are to be individual tasks.

- Duplication of Work - When the same piece of work is turned in for different assessment purposes within the program.

Example of Duplication of Work
1. Submitting the same work to satisfy different IB program requirements
2. As part of an interdisciplinary unit, students may, on occasion, submit the same assignment to more than one subject. If this is the case, it should be stated explicitly in the task-specific clarifications provided to the students.

Roles & Responsibilities

- Heads of School (Principal, APs, DLs) and/or MYP Coordinator
    - Create the Academic Honesty Policy with teachers, promote good practice, help foster a school environment that motivates the school community to act honestly.
    - Provide guidance for ensuring that the school community understands the Academic Honesty policy and how to write an academic document including the proper citation of sources.
    - Clearly communicate what malpractice is and make students aware of the consequences in case of being found guilty of it.
- Teachers
    - Implement the Academic Honesty Policy.
    - Be role models in honest for students.
    - Confirm that, as far as they know, every accepted piece of work from a student is authentic, including all assessment tasks.
- Paraprofessionals / Support Staff
    - Support teachers and students in identifying good practices regarding academic honesty.
    - Help students obtain reliable information from various sources.
    - Collaborate with teachers to identify original work as well as identifying plagiarized material and its sources.
- Students
    - Take responsibility for turning in original work with sources cited using the APA format.
    - During group work, make sure all students contribute their part and respect and cite other works using the APA format.
    - Do not allow other students to copy your work. Report students who violate the Academic Honesty policy to the staff.
    - Review their own work before turning it in to ensure that all ideas have been sourced appropriately.
    - Meet all school deadlines.
- Families
    - Support students in being principled through understanding and collaboration.
    - Support staff in implementing the Academic Honesty policy and promote good practice in students.

School's Response to Academic Malpractice

If a student is caught engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores, he or she may be disciplined for gross disobedience or misconduct as indicated in our student handbook. Discipline may include, but is not limited to, redoing assignment or test, in-school suspension, out-of-school suspension, and jeopardizing the privilege to participate in incentive activities (such as, but not limited to, intramurals, dances, Washington D.C. Trip, 8th Grade Recognition Ceremony, Field Day, 6th-8th Grade Field Trips). The offenses listed are not meant to be all-inclusive, but serve as a guideline to indicate the level of severity as indicated in our student handbook.

Academic Honesty Agreement

I understand that being principled in all areas means that we value the ideas of others. Valuing others' work means that any work I submit to my teachers for assessment or review will be my own original work. This includes homework, formative assessments, summative assessments, artwork, projects, musical composition, or classwork.

I will use the APA format to acknowledge someone else's work or ideas. I understand that my teacher is my guide, and I can ask him/her for help in understanding academic guidelines for academic honesty.

I will only submit work that has been completed by me. I will not allow my classmates to copy or submit work that I have previously completed. I will not submit work completed by a friend or classmate. I will not submit work that was completed by a family member.

I have read and understand the school's academic honesty policy. (Note: If I do not understand the academic honesty policy, I can ask for clarity at any time prior to submitting work.)

I have read the Crete-Middle School Academic Policy.

Student Name [Please Print]:_____

Student Signature:_____Date:_____

I have read and reviewed the Academic Honesty Policy with my student.

Parent/Guardian Name [Please Print]:_____

Parent/Guardian Signature Name:_____Date:_____