

Richards Middle School

Academic Integrity Policy

Philosophy

In the MYP, the early and mid-adolescence years are crucial to self-development. Students are in a transitional period between childhood and young adulthood. With this in mind, students may start to feel the pressure to achieve and perform. At Richards Middle School, we strive to establish skills and behavior which support being successful as a person. Academic honesty is part of being “principled”, a learner profile attribute where learners strive to “act with integrity and honesty” (IB Learner Profile Interview: Report and Recommendation (April 2013), page 21). At Richards Middle School, we expect students to develop the attributes of The IB Learner Profile in daily life as well as the school setting.

While focusing on the Academic Honesty Policy, we encourage our students to be:

- Inquirers – Students acquire the skills necessary to conduct inquiry and research
- Knowledgeable – students explore concepts, ideas and issues
- Principled – Students act with integrity and honesty, and take responsibility for their own actions
- Open-minded – Students seek and evaluate a range of points of view
- Risk takers – Students are brave and articulate in defending their beliefs

Forms and Definitions of Academic Dishonesty

The following definitions are to be referred to by the students for a clearer understanding of what is permissible and what is not.

Academic Dishonesty—action or behavior that results in a student having an unfair advantage over his or her peers in any form of assessment

Academic Misconduct—refusing to follow directions in an assessment situation, such as using electronics when prohibited

Authentic authorship—an author developing and expressing their own ideas

Copying—taking the work of another student and writing it verbatim and submitting it to the teacher as your own work

Cheating—using answers or sources to receive credit for schoolwork, such as looking at someone else’s paper, copying from your notebook when you are supposed to use only your memory on a quiz or test, or copying someone else’s homework

Collaboration—working together on a common goal and willing to share information with each other

Collusion—submitting assignments that should be completed individually but have been done by another person or persons. Collusion is supporting someone else in cheating, such as allowing someone to copy your work or you copying their work

Duplicating—turning in the same work for multiple assignments

Failure to report—witnessing someone cheating and not informing the teacher

Falsifying data—while working on a lab report, purposely changing, subtracting, or adding data so it will result in your desired outcome

Intellectual Property—rights given to a person over the creations of their minds

Paraphrasing—using another person’s ideas by rewording or rearranging the original words in the document without crediting the source. The student has to acknowledge the source if they paraphrase the material.

Plagiarism—using another person’s ideas or work and passing it off as your own, such as copying and pasting without citing where it came from

Summarizing—restating from a body of work in a concise format

Citation

As stated in MYP: From Principles to Practice, “the minimum information required...for identifying sources includes the name of the author, date of publication, title of source, and page numbers as applicable .”

Teachers will encourage students to utilize the following websites to assist their MLA’s citation and formatting:

- Citation Machine <http://citationmachines.net>
- Easy Bib <http://easybib.com>

Collaboration and Collusion

Legitimate collaboration is sanctioned by the teachers. Everyone in the group contributes and has group accountability. Students must follow the teacher guidelines regarding independent and group work.

Examples of unacceptable collusion include but are not limited to:

- Someone else writes or edits your paper significantly
- Self-plagiarism is a difficult concept for some students to comprehend. Nevertheless, if you re-use your own paper, or even revise a paper from another class you are committing self-plagiarism
- Taking an online assessment or assignment under another student’s identity
- Sharing student work that should be individually/independently produced
- Discussing information about a quiz or test with students who have not completed the assessment

Consequences of Participating in Academic Misconduct

Students will receive a “zero” or “no credit” for an assignment attempted or completed through cheating. At the discretion of the teacher, the student may be required to complete the assignment, or an equivalent, for reduced credit. Depending on the student’s history of misconduct or its severity, further action may be taken.

Responsibilities

Teacher will:

- Provide students an environment for them to produce authentic work.
- Be aware of the Academic Honesty Policy.
- Help student understand what academic honesty is and why it is important.
- Help students learn definitions of Academic Honesty and Dishonesty and how to avoid those practices.
- Teach students citation and research procedures and what constitutes plagiarism.
- Model the practice of Academic Honesty and promote ethical research skills.
- Collaborate with other subject group teachers to reinforce basic concepts of information and media literacy.
- Review the citation process.
- Review the Academic Honesty Policy often, especially before major testing or a major projects are due.

Administrators will:

- Provide a safe place for students to learn and develop inquiry skills, take appropriate risks, and learn from their mistakes.
- Create an environment that promotes academic integrity and student success.
- Promote a positive school culture where we focus on developing the attributes of the learner profile.

Media-Technology Personnel will:

- Promote Academic Honesty.
- Inform students about styles of referencing or citation methods students should use for their projects.
- Collaborate with teachers on developing responsible uses of technology, resources, and proper citations.

Students will:

- Learn and practice academic honesty.
- Demonstrate honesty and integrity and produce authentic work.
- Practice the corresponding ATL skills.
- Receive a copy of the policy and become an active learner about the policy.
- Seek guidance from a teacher, coordinator, or parent if unsure of Academic Dishonesty.
- Sign an “honor code” stating they understand Academic Honesty and are aware of the consequences of violation of the Academic Honesty Policy.

Parents will:

- Provide support the Academic Honesty Policy to enhance their student’s learning.
- Become informed of the expectations placed on students.
- Sign an “honor code” stating they understand the Academic Honesty Policy and the consequences if it is violated.

Process for Review of Policy

A committee will be formed consisting of key stakeholders from Richards Middle School to evaluate the Academic Honesty Policy annually. During this annual evaluation, the policy will be reviewed for needed updates and revisions, as well as to assess the effectiveness of it’s implementation and to ensure the policy is communicated to all stakeholders.

Academic Honesty Policy Review Timeline

Richards Middle School staff will review the Academic Honesty Policy annually.

- This document was created by the Academic Honesty Policy Committee at Richards Middle School Spring, 2016
- This document was last reviewed by teachers October 2021

References

- Plagiarism 101. Retrieved May 24, 2016 from <http://www.plagiarism.org/plagiarism-101/glossary/>
- *International Baccalaureate From Principles to Practice; Language and Identity (May 2014)*
- *Academic Honesty in the Middle Years Programme Pamphlet (2014)*
- *Academic Honesty in the IB Educational Context (2014)*
- *Plagiarism Isn’t Just an Issue for Students (2011)*
- *Academic Honesty in the IB by Jude Carroll (2012)*

Richards Middle School
Academic Honesty Policy
2021-2022



Student (print) Last _____ First _____

Violation of the Honesty Policy will be handled as follows:

1st offense:

- Parent contact
- Student redoes the assignment
- Teacher will mark the true assessed value of the assignment, as well as the reduction in the grade based on the act of dishonesty.
- Reduction in grade may not exceed 25%

2nd offense:

- Referral to IB Coordinator and Assistant Principal
- Parent/Teacher Conference
- Student redoes the assignment
- Teacher will mark the true assessed value of the assignment, as well as the reduction in the grade based on the act of dishonesty.

By signing below, I agree to the Academic Honesty Policy as stated.

Student Signature

Date

Parent Signature

Date

Plagiarism—representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.