

MYP (GRADES 6-10) ACADEMIC HONESTY POLICY

In regards to Academic Honesty, The International Baccalaureate Organization's (IBO) states²:
"It is a requirement that every IB World School offering the MYP has a policy to promote academic honesty. Academic honesty in the IB is a principle informed by the attributes of the IB learner profile. In teaching, learning and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies."

Our Philosophy of Academic Honesty

We believe that in order *to build an institution of the highest caliber... that offers an education that is a source of freedom and possibility*, we must model, as a school community, and explicitly teach students principled action. We see Academic Honesty as a component of being Principled.

The IB Learner Profile states Principled as:

*We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.*²

Students in the MJCS Primary Years Programme (PYP) learn Principled as taking responsibility for their actions and being honest. As a student progresses through the MYP, they learn Principled not only applies to behavior, but to academics.

Understanding academic honesty is a natural progression to cultivate a student's inquiry into actionable reflections and decisions. Part of MYP staff members' responsibility is to impart wisdom on what constitutes academic honesty and define proper methodology to determine appropriate ownership and application of knowledge.

In an age where technological innovation increases on a daily basis and knowledge and learning protocols assimilate to meet society's increasing sense of global awareness, it is more important than ever to clearly define for our students citation standards, determining information ownership, examples of academic dishonesty, and the corresponding disciplinary results. These factors are only part of the equation. As an IB educator, it is also a responsibility to instill the indoctrinated values that constitute an ethical spirit in nature.

We are All responsible for Academic Honesty

All MJCS faculty, staff, students and students' families are responsible for modeling and exhibiting IB Learner Profile Attributes, particularly principled for all MJCS students.

The Principal, Director of Finances and Operations, and Development Director are responsible for raising funds, budgeting and allocating school resources to support all students' knowledge of Academic Honesty, skills for properly citing work of others, and responding to infractions related to Academic Honesty.

The Dean of Students, Curriculum Coordinators, School Librarian, and MYP Coordinator are responsible for developing staff skills at delivering instruction, including teaching research Approaches to Learning skills and ensuring resources are efficiently and effectively used to support all students' knowledge of Academic Honesty, skills for properly citing work of others, and responding to infractions related to Academic Honesty.

The Subject Area Teachers, Special Education Teachers, and Teaching Assistants are responsible for collaborating with each other and delivering instruction effectively to support students' knowledge of Academic Honesty, building their research Approaches to Learning skills and responding to infractions related to Academic Honesty. In addition, any situations in which the teacher or teacher assistant believes academic dishonesty may have taken place should be reported to the Dean of Students immediately.

The MYP Students are responsible for exhibiting the IB Learner Profile Attribute of Principled, knowing and understanding the Academic Honesty Policy and asking their subject teachers, Librarian, Dean of Students or the MYP Coordinator when they have any questions about Academic Honesty.

We Follow IB Definitions for Academic Misconduct

The IB defines academic misconduct as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component.

Academic misconduct includes:

- Plagiarism - the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- Collusion - supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another
- Duplication of work - the presentation of the same work for different assessment components
- Any other behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections).

For most MYP assessments, students are expected to work independently but with appropriate support from teachers and other adults, although there are many occasions when collaboration with other students is an important part of the learning process.

We Further Define Academic Misconduct as:

Academic Misconduct	Description
Cheating	<p>Definition: Cheating is taking or giving any information or material which will be used to determine academic credit³</p> <p>Examples:</p> <ul style="list-style-type: none"> ● Copying from another student’s homework ● Using a cell phone or a calculator on a quiz
Plagiarism	<p>Definition: The representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment²</p> <p>Examples:</p> <ul style="list-style-type: none"> ● Not citing someone else’s work when writing a research paper ● Turning in another person’s essay you found online <p>Additionally, MYP subject teachers will determine and explicitly teach either APA or MLA citations relevant to their subject area so students properly cite the work of others. Students should cite the authors of ideas, words, images or code used in graded assignments.</p>
Bribery	<p>Definition: Bribery takes on two forms³:</p> <ol style="list-style-type: none"> 1. Bribing someone for an academic advantage, or accepting such a bribe (i.e. a student offers a teacher money, goods, or services in exchange for a passing grade, or a professor accepts this bribe). 2. Using an academic advantage as a bribe (i.e. a teacher offers a student a passing grade in exchange for money, goods, or services, or a student accepts this bribe). <p>Examples:</p> <ul style="list-style-type: none"> ● A student offering to buy lunch to a subject teacher in exchange for a higher grade on a summative ● A subject teacher giving a student a higher grade for the student walking the teacher’s dog.
Misrepresentation	<p>Definition: Misrepresentation is any act or omission that is intended to deceive an instructor for academic advantage. Misrepresentation includes lying to an instructor in an attempt to increase your grade, or lying to an instructor when confronted with allegations of academic dishonesty.³</p> <p>Example:</p> <ul style="list-style-type: none"> ● Telling a MYP staff member you are sick and cannot turn in assignment on time to improve your grade when you are not sick.
Fabrication	<p>Definition: Fabrication is the use of invented or misrepresentative information. Fabrication most often occurs in the sciences, when students create or alter experimental</p>

	<p>data. Listing a source in your works cited that you did not actually use in your research is also fabrication.³</p> <p>Example:</p> <ul style="list-style-type: none"> • Changing or making up data on a science experiment to earn a better grade.
Ghost Writing	<p>Definition: A ghostwriter as "somebody who writes something for or with somebody else, the other person receiving sole credit as the author"⁴</p> <p>Example:</p> <ul style="list-style-type: none"> • A student writes a paper for another student without taking any credit for the written work.
Duplicate Submission	<p>Definition: The presentation of the same work for different assessment components² AND/OR A duplicate submission means a student submits the same paper for two different classes.³</p> <p>Example:</p> <ul style="list-style-type: none"> • A student submits an essay for Language and Literature and submits the same essay (or part of) for an assignment in Individuals and Societies without asking for permission from both subject teachers.
Collusion	<p>Definition: Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another² AND/OR Collusion is the act of two or more students working together on an individual assignment.³</p> <p>Example</p> <ul style="list-style-type: none"> • A group of students work together to complete a summative that was intended as individual work. <p>Additionally, "When students working in groups are required to submit individual pieces of work they may find the difference between collaboration and collusion confusing. It's important, therefore, that you make the distinction clear. This means supporting them to collaborate effectively while explaining that submitting a piece of work done jointly as if it has been done individually (whether unintentionally or otherwise) is considered collusion and as such is subject to academic misconduct procedures."⁵</p>
Other Academic Misconduct	<p>Definition: Academic misconduct is the violation of policies by tampering with grades or by obtaining and/or distributing any part of a test or assignment.³</p> <p>Example: An older sibling gives a younger sibling a copy of a summative in Mathematics. Giving additional information related to an assessment to another student</p>

We Respond to Possible Academic Dishonesty by:

1. Any MJCS staff member or student that suspects academic dishonesty has taken place immediately reports the incident to the MYP Dean of Students. The incident can be reported verbally, but a written account of the incident must be given to the MYP Dean of Students within 24 hours of the verbal account.
2. The MYP Dean of Students must begin an investigation of the incident including notifying the accused student’s family. The investigation must be completed within 3 school days of the notification from the MJCS staff member or student.
3. The MYP Dean of Students determines whether academic dishonesty has taken place based on the investigation.
4. The MYP Dean of Students notifies the accused student, accused student’s family, and the staff member whether or not academic dishonesty has taken place.
5. The MYP Dean of Students determines consequences for academic dishonesty.

Student Misbehaviors	Suggested Teacher Response	Suggested Administrative Response if found to have been academically dishonest
<ul style="list-style-type: none"> • Suspicion of breach of Academic Honesty Policy 	<ul style="list-style-type: none"> • Referral to Dean of Students 	<ul style="list-style-type: none"> • Contact family of student • Contact staff member referring to Dean of Students • Restorative conference (if needed) • Student redoes the entire or portion of the assignment/assessment/paper at a time and place set by the Dean of Students • Repeated infractions may result in a failing grade

Our Academic Honesty Policy was developed by a team of dedicated Morris Jeff Community School administrators, teachers, and teaching assistants and is reviewed yearly by the same.

Citations for Documents Used to Create the Morris Jeff Community School Inclusion Policy

1. "Morris Jeff Community School - Vision." Morris Jeff Community School. N.p., n.d. Web. 02 June 2016
2. MYP: From Principles to Practice. International Baccalaureate Organization, May 2015. Web.
3. "Plagiarism & Academic Integrity: Types of Academic Dishonesty." *Types of Academic Dishonesty*. St. Petersburg College Libraries, n.d. Web. 07 June 2016
4. "Plagiarism & Academic Honesty at Bow Valley College: Forms of Plagiarism: Cyber-Plagiarism, Ghost Writing & Paper Mills." *Forms of Plagiarism: Cyber-Plagiarism, Ghost Writing & Paper Mills*. Bow Valley College, n.d. Web. 07 June 2016.
5. "Collaboration vs. Collusion." *Collaboration vs. Collusion*. University of Reading, n.d. Web. 07 June 2016