



McCaskey Campus Academic Honesty Policy



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School/IB Philosophy on Academic Honesty

At McCaskey High School, academic honesty encompasses a set of skills and values that are held in high regard.

Encouraging students to conduct their academic work in a principled manner involves encouragement, support, and education that is the responsibility of all of the members of the school community. "The school's academic honesty policy is based on the IB Learner Profile (2013), which is a clear and concise expression of the IB's objectives and values. Members of the IB community must strive to be principled: 'act with integrity and honesty, with a strong sense of fairness and justice [... and] take responsibility for [their] actions and their consequences.'

Students are encouraged to thoroughly investigate and responsibly reference the work of others using the MLA format. It is important to treat all people in a fair manner, including a respectful treatment of their intellectual property.

It is important to cultivate an environment in which students take pride in creating original, authentic work and in which we maintain academic honesty in our teaching, learning, and assessment.

Definitions:

Academic honesty: ensuring that the processes and products of your work are completely transparent; that you clearly differentiate between your original work and the work of others; that you honestly and appropriately acknowledge the work of others

Citation: a method to acknowledge the work of another person; methods for citations may vary among types of works and across subject groups

Reference: the full details of the source or authorship for a citation; may be present as a list at the end of a document

Plagiarism: Use of language or thoughts of another person without appropriate citation; may be intentional or unintentional

Collaboration: working with other students in a fair and transparent way within the confines of an assignment and with permission from the teacher. Some examples of collaboration are a group assignment, team presentation, quiz that the teacher allows students to complete with a partner, etc. Collaboration must have explicit permission from the instructor in order for it to not be



considered collusion.

Collusion: supporting academic dishonesty of other students by allowing your work to be submitted by others, or sharing confidential assessment information. Some examples of collusion include sharing information on a test, selling or buying assignments, claiming group work to which a student did not contribute to, using another student's assignment as their own, etc.

Academic misconduct: behavior indicative of an attempt to use the intellectual properties of other people without proper documentation, or to help other students participate in academic behavior that is not in keeping with the expectations of the submission of original work

Responsibilities for Academic Honesty

School Responsibilities

Ensure that the academic honesty policy is available to teachers, students, parents, and all members of the school community

Provide training to faculty and staff regarding academic honesty

Provide training to faculty and staff regarding using Google as a tool to check for academic honesty

Support investigations of suspected violations of the academic honesty policy

Provide resources to teachers and students to help maintain the integrity of the teaching and assessment environment

Teacher Responsibilities

Participate in ongoing reviews of the academic honesty policy

Explain the academic honesty policy clearly to students

Clearly communicate expectations for assignments and assessments in regard to collaboration, appropriate resources, citations, etc.

Explicitly teach skills essential to the proper acknowledgement of citing work in the MLA format in 9th grade Individuals and Societies course.



Examples of MLA Format:

Novels: Henley, Patricia. *The Hummingbird House*. MacMurray, 1999.

Webpages: Lundman, Susan. "How to Make Vegetarian Chili." *eHow*, www.ehow.com/how_10727_make-vegetarian-chili.html.*

Journal/Magazine/Newspaper: Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.

Song/Piece of Music: Beyoncé. "Pray You Catch Me." *Lemonade*, Parkwood Entertainment, 2016, www.beyonce.com/album/lemonade-visual-album/.

Adhere to the academic honesty policy when creating and using materials in instruction and assessment

Maintain assessment environments which reduce the risk of academic misconduct

Thoroughly investigate suspected incidences of academic misconduct, and involve students, parents, and administrators when appropriate

Librarian Responsibilities

Provide support to students and teachers in terms of proper use of intellectual property and appropriate citation

Maintain materials that aid in student and teacher understanding of citation methods across subject groups

Parent Responsibilities

Discuss with the student the academic honesty policy

Encourage students to submit original work, and to properly acknowledge the work of others

Provide age-appropriate support to students, while being sure that the student is responsible for any work that is submitted

Student Responsibilities



Confirm understanding of the academic policy by submitting an Academic Honesty Contract

Clarify with the teacher expectations for assignments and assessments in regards to collaboration, use of resources, citations, etc.

Submit work that is your own, and appropriately acknowledges the use of work or ideas from other people

Allow other students to submit work that is their own by avoiding collusion, duplication of work, or inappropriate sharing of exam materials

Maintain communication with the teacher or other school professionals, and seek help if unsure of how to properly use or cite work from others

Take pride in being a principled learner and in maintaining an honest and transparent learning environment

Violation of the Academic Honesty Policy

Students Will Avoid:

- Submitting or presenting others' work as your own
- Copying information from sources, or using information from sources without appropriate citation
- Omitting citations for non-text items, such as visual and auditory work
- Using language translation technology without acknowledgement or permission
- Falsifying or misrepresenting data or facts
- Copying the work of other students, or allowing other students to copy your work
- Unequal sharing of responsibility on collaborative assignments
- Doing work for another student, or passing along work to future students
- Using technology of any kind to disseminate dishonest work or encourage unprincipled behavior
- Using any unauthorized aids during exams or other assignments
- Sharing exam information and materials with other students
- Consequences for Violations of the Academic Honesty Policy
- Suspected incidences of academic misconduct will first be discussed with the student(s) and other appropriate adults (teachers, administrators, parents. etc.)



Various aspects of the suspected misconduct will be considered, such as:

➤ Whether it is believed that the misconduct was intentional (as in copying work) or unintentional (as in improperly citing someone's work) ➤ The number of times this student has been involved in academic honesty violations ➤ Prior attempts to encourage and educate the student in matters of academic honesty ➤ The willingness of the student to honestly discuss the misconduct ➤ The severity of the violation. While it is important to call attention to all suspected violations, extreme misconduct may warrant a more severe consequence.

Potential actions for confirmed misconduct:

➤ The student may be given the chance to re-submit work with proper citations within a specified time period and for reduced credit ➤ The student may receive a 0 for the assignment or assessment ➤ The student and parent may be requested for a meeting with the teacher and an administrator ➤ The student may be referred to administration for discipline ➤ A letter may be placed in the student's file and forwarded to the MYP Coordinator. The student should be made aware of the implications of academic dishonesty as he/she continues through the MYP/DP/CP Program.

Acknowledgements

The following documents were consulted in the development of this policy:

➤ IBO (2014): MYP: From Principles into Practice ➤ IBO (2014): Academic Honesty in the IB Educational Context ➤ Skagerak International School Academic Honesty Policy (2017).
https://www.skagerak.org/uploaded/Policies/SIS_Academic_Honesty_policy_FINAL_2017.pdf
viewed on August 8, 2018 ➤ Bloomfield Hills Schools MYP Academic Honesty Policy (n.d.)
https://www.bloomfield.org/uploaded/Parents_Students/IB/MYP_AcademicHonestyPolicy.pdf
viewed on August 8, 2018 ➤ "MLA Formatting and Style Guide." *The Purdue OWL*, Purdue U Writing Lab.

Accessed 12 March. 2019.



Review Process

This is a dynamic document, and as the learning environment and student needs change, this document will reflect those changes.

The policy will be reviewed on a yearly basis by a team of teachers, librarians, administrators, and students.



Student/Parent Contract

I acknowledge that I have fully reviewed and understand the McCaskey Campus Academic Honesty Policy.

I agree to behave in an honest, principled manner, and to encourage an environment of academic respectability.

I will seek assistance from my teacher if I need support.

I am fully aware that academic misconduct will be investigated thoroughly, and any involvement on my part may have serious consequences

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____