



MYP Academic Honesty Policy

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Abraham Lincoln Middle School, Elizabeth R. Martin School, John Reynolds Middle School, Wheatland Middle School, and J.P. McCaskey Campus
Lancaster, PA
The School District of Lancaster

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Philosophy on Academic Honesty:

- At the School District of Lancaster, 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. All of these are in line with IB's Learner Profile.
- Students are encouraged to thoroughly investigate and responsibly reference the work of others. 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. Citation format will be designated based on the subject area.
- 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
- Collusion: supporting academic dishonesty of other students by allowing your work to be submitted by others, or sharing confidential assessment information
- 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 Policy:

- School Responsibilities

- Ensure that the academic honesty policy is available to teachers, students, parents, and all members of the school community
- MYP Coordinator and District IB Coordinator will provide training to faculty and staff regarding academic honesty at the beginning of each school year.
- 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 cited work, which may or may not be specific to certain subject groups
 - 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
- **Parent Responsibilities**
 - Discuss with the students' 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
- Acknowledge borrowed material by following the **MLA guidelines outlined in the MLA Style booklet.**
- Paraphrase borrowed material in your own style without altering the essential ideas of the original source. Simple rearrangement of words or sentences is unacceptable.
- Provide parenthetical documentation for each borrowed item that is not common knowledge.
- Provide an entry in "Works Cited" for every source cited in the paper.
 - **You should acknowledge your sources whenever you use a source of information:**
 - **For Examples: please refer to <https://owl.purdue.edu> for MLA sample papers.**
 - **Teachers will utilize the IB Effective Citing and Referencing Guide to support student instruction in acknowledging original authorship.**

Reporting, Recording, Monitoring:

- Teachers are required to report issues of academic misconduct in the student information system and must notify parents/guardians. Administration will monitor the records and institute progressive discipline if necessary.

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
- **Support**
 - Students will be allowed to turn in assignments on Schoology where they are digitally archived to ensure protection from plagiarism.
 - Copies of relevant referencing materials will be available in the Library.
 - English Language Arts teachers are available to assist students with citation questions.
 - The School District of Lancaster has purchased turnitin.com to help support teachers' evaluation of student work.
- **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 programme.
- The student may appeal the decision through a school administrator. A meeting will be scheduled with the MYP coordinator and an administrator to appeal the decision.

Policy Review:

- The academic honesty policy will be available on the School District of Lancaster website. It will also be available by emailing the programme coordinator.
- The policy will be reviewed annually.

Acknowledgments

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_FIN_AL_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



Student/Parent Declaration of Academic Honesty

Abraham Lincoln Middle School, Elizabeth R. Martin School, Reynolds Middle School,
and Wheatland Middle School
Lancaster, PA
The School District of Lancaster

Students participating in the School District of Lancaster's Middle Years Programme are expected to demonstrate high standards of academic integrity and exemplary conduct. The Middle Years Programme places a strong emphasis on creating global citizens. We expect a commitment from MYP students to maintain academic honesty.

Student Pledge

- I acknowledge that I have fully reviewed and understand the School District of Lancaster's 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: _____