



# SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

John T. Roberts PreK-8 School

John Devendorf, Principal

## International Baccalaureate Middle Years Program Academic Honesty Policy

### The John T. Roberts PK-8 School Mission

To provide the students at Roberts School with a high-quality education that will produce inquiring, knowledgeable, active citizens and leaders from our diverse community while developing lifelong learners, positive relationships and creating a culture of pride, respect, caring, compassion, and social responsibility.

### Philosophy

At Roberts in the MYP we value the empowerment and personal development of all students. As a school community we are committed to helping students understand and practice academic honesty. Promoting and modeling personal integrity is part of this journey. At Roberts the IB Learner Profile traits are embedded through our curriculum and school culture and students are guided through the adoption of the traits. These traits serve as the cornerstones to our Academic Honesty Policy especially the trait of being **Principled**. Principled people act with integrity and honesty and take responsibility for their own actions. These are characteristics that we want our students to strive to acquire.

### Purpose

- To support staff, students, and parents in creating a learning community where academic honesty is taught, expected, and practiced.
- To educate our students to be principled and reflective, while taking responsibility for their own work and actions.
- To promote student learning through inquiry that includes responsible use of information and communication of original work.

### Definitions and Examples

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 components.

Academic misconduct may take a variety of forms, including, but not limited to:

- **Plagiarism** – intentionally or unwittingly, taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it as one's own
- **Cheating** - the use or attempted use of unauthorized assistance during an examination, on a writing assignment, homework assignment, or other project.

#### Including but not limited to:

- **Copying other students work (with or without their knowledge)**
- **Forgery**

- **Using unauthorized notes during an assessment**
- **Submitting work that has been copied**
- **Communicating with other students during an assessment**
- **Collusion** – supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another candidate. It is important to note the distinction between **Collusion** and **Corroboration**. At Roberts Corroboration in the MYP is encouraged and should consist of cooperative work on academic tasks. Corroboration must be approved by a teacher and all guidelines for assigned individual responsibilities and accountability must be adhered to. Any behavior that violates the terms in this policy will be seen as a violation.
- **Duplication of Work** – the presentation of the same work for different assessment components or curriculum requirements
- **Cell phone and Electronic Device** – any cell phone and/or electronic device in a student’s possession during a test, quiz, or other testing environment as designated by the teacher or supervisor
- **Misconduct During an Examination** – cheating or disruption of any form during an examination
- Any other behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during and examination, creating spurious reflections).
- **Citation and Formatting**- Roberts will use the MLA citation format in all MYP classes and subject groups. Listed below are examples and websites to assist with MLA’s citation and formatting. Students have access to internet connected computers in all classrooms and the library.

These sites offer assistance on MLA citation and referencing as well as anti-plagiarism tools:

1. Citation Machine <http://citationmachine.net/>
2. Easy Bib <http://www.easybib.com/>
3. Purdue English <https://owl.english.purdue.edu/owl/section/2/>

#### **MLA in-text Citation Examples:**

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

#### **MLA Works Cited Page Example:**

Wordsworth, William. *Lyrical Ballads*. Oxford UP, 1967.

## **Roles and Responsibilities**

Implementing this academic honesty policy is collaborative work for all members of the school community, even though each one has a specific role and responsibility.

### **Administration Responsibilities**

- Support academic honesty policy and investigate all counselor/teacher reports of malpractice.
- Ensure that all staff, students, and parents understand definitions, responsibilities, and repercussions
- Ensure the academic honesty policy is applied consistently throughout the school
- Investigate misconduct and make parent/student contact to reflect on malpractice incidents.

## **Faculty Responsibilities**

- Implement the school's academic honesty policy, as well as carry out good practices in this regard.
- Communicate appropriate collaboration versus collusion with each assignment.
- Teach a recognized citation convention for written and not-written works.
- Demonstrate and model academic honesty in all presentations and projects.
- Discuss with students the difference between collaboration and collusion
- Confirm that, as far as they know, every accepted piece of work from a student is authentic, including all assessment tasks.

## **Parent Responsibilities**

- Read/sign the Academic Honesty Policy each year.
- Encourage your child to practice academic honesty.

## **Student Responsibilities**

- Confirm understanding of the academic honesty policy by signing the Academic Honesty Policy.
- Take responsibility for turning in original work with properly acknowledged sources.
- Minimize misconduct temptation by balancing time appropriately.
- Talk to MYP coordinator or IB school counselor when feeling overwhelmed to discuss assignments and time management strategies to reduce stress.
- Cite and credit the original creator whenever using work, words, ideas, pictures, information, or anything produced by someone else. Paraphrased ideas of another person should also be acknowledged.

## **Consequences**

### **First and Second Offense:**

- Student will not earn credit for the work in question.
- A make-up assignment may be given at the discretion of the teacher.
- Teacher will meet with the student to determine the reason for the misconduct.
- In accordance with the SCSD Code of Conduct, a classroom referral will be recorded by the teacher in School Tool outlining the key facts of the misconduct and the MYP Coordinator will be notified.
- The MYP Coordinator will meet with the student and formally contact the parent.

### **Third and Additional Offenses:**

- Student will not earn credit for the work in question.
- Teacher will meet with the student to determine the reason for the malpractice.
- In accordance with the SCSD Code of Conduct, the teacher will enter an discipline referral in School Tool outlining the key facts of the malpractice and the MYP Head of School will be notified.
- MYP Head of School will meet with the student to discuss the malpractice.
- MYP Coordinator/Head of School will schedule a meeting with the student, parents, teacher, and counselor.
- Appropriate discipline per the SCSD Code of Conduct will be determined based on stakeholder meeting.

## **Acknowledgements**

- Howard Middle School (Marion, GA) Academic Honesty Policy
- Academic honesty in the IB educational context (2014)
- San Antonio Independent School District Longfellow Middle Years Program (MYP) Academic Honesty Policy
- Bloomfield Hills High School/Middle School MYP Academic Honesty Policy
- MYP: From principles into practice. 2014. International Baccalaureate Organization
- Thomas J. Corcoran (Syracuse, NY) Academic Honesty Policy



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## International Baccalaureate Middle Years Program Academic Honesty Agreement

1. I have read the school's academic honesty policy.
2. Any and all work that I submit to any teacher for consideration and or assessment will be my own authentic work. This includes homework assignments, formative assessments, summative assessments, and work to be submitted to the IB.
3. I will learn the processes for acknowledging someone else's work or ideas and will appropriately acknowledge all uses of someone else's work or ideas.
4. I understand that I can ask for help if I am unsure about what constitutes academic honesty in any of my assignments.
5. I will submit only work that I have completed independently. I will not allow other students to copy or to submit work that I have completed.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have reviewed the school's academic honesty policy. I have reviewed it with my child.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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