MYP Academic Honesty Policy

Academic honesty and personal integrity are fundamental components of a student's education and character development. At Mountain Ridge Middle School, we believe that promoting academic honesty is the responsibility of the total school community. Students, in accordance with the IB Learner Profile, will be principled. Principled learners demonstrate academic honesty and personal integrity.

Community members (teachers, administrators, parents/guardians) will support Mountain Ridge students in demonstrating academic honesty, following the guidelines below for each community group. Only when there is commitment on the part of all concerned, can a school's academic environment facilitate a healthy respect among students for the value of academic honesty.

Definitions of academic dishonesty

Malpractice: According to the IB's Academic Honesty Policy from 2007, malpractice is defined as behavior that results in, or may result in, a student gaining an unfair advantage in one or more assessment components. Malpractice most commonly involves plagiarism or collusion.

Plagiarism is any use of another individual's ideas, words, or work without giving him/her appropriate credit. Plagiarism includes, but is not limited to the following: misuse of published material or material acquired from Internet sources, and/or work of another student. The following offenses, including but not limited to those below, are considered examples of plagiarism:
- Paraphrasing or copying any source without giving proper credit to the author
- Not using MLA or another approved format when citing sources
- Turning in any assignment which is not based on one's own research and writing
- Impersonating another student on exams or final tasks

Collusion is helping another student to be academically dishonest, possibly by allowing them to copy their work.

Cheating is using dishonest means in an attempt to obtain credit for academic work. The following offenses, including, but not limited to those below, are considered examples of cheating:

- Using/providing notes, documents, answers, aids, or helping another student on any assessment (i.e. test, quiz, exam, etc.) or assignment unless expressly permitted by the teacher. This includes persons outside of the school building.
- Utilizing communication/electronic devices to send or obtain unauthorized information
- Looking at another student's paper, talking during an assessment, or violating any other expressed directions given by the teacher

- Taking another student's work and using it as your own
- Tampering with teacher materials and/or student records
- Disclosing or discussing the content of an exam before all students take it.

Fabrication is inventing information, falsifying research/projects, and/or using other products with the intent to deceive. The following offenses, including but not limited to those below, are considered examples of fabrication:
- Creating a false reason to receive special consideration for an assessment or assignment
- Citing information not taken from the source indicated
- Submitting a paper, lab report, or other academic exercise containing falsified data or evidence
- Making a wristband in order to attend school events/wear a hat

Tampering with teacher materials and/or student records for purposes of cheating or fabrication will not be tolerated. Students who tamper with teacher materials and/or student records are subject to academic dishonesty consequences.

Duplication is submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.

Forgery: Forging the signature of a Parent/Guardian, a school employee, or a Physician (or any Professional individual) on a letter, or on any other document including but not limited to hall passes, progress or grade reports, parent letters, permission slips, medical documents.

Teachers who promote academic honesty…

Do	Do Not
Design inquiry-based assessment tasks that cannot be easily plagiarized. For example, "Suppose you were organizing tourism to Mars. What would you need to find out and how would you market, etc…"	Design assessment tasks with simple answers that can easily be found on the internet. For instance, a request to "Write about Mars".
Design challenging tasks that go beyond factual answers .	Design tasks that are so challenging that students are tempted to use dishonest means to complete them.
Assign work that elicits an original response, thereby discouraging plagiarism.	Assign work where the answers can be directly Googled.
Teach how to properly cite all sources including photographs, websites, music, and literature and discuss when to cite depending on the types of assignments.	Give students research assignments without explaining how they'd like the student to give credit to the original site/source.
Teach students how to reflect on what they've read and take appropriate notes by paraphrasing and writing down general statements from the text.	Allow students to copy/paste, highlight or copy down entire paragraphs.
Focus on helping students understand how to help peers on assignments without providing all the answers or allowing others to copy their work, depending on the subject area	Focus on punishing students for helping others on assignments before teaching them.
Model academic honesty in their own resources and presentations.	Present the work of others as their own.
Supervise students during exams and tasks.	Provide undue assistance in the production of student work.
Keep exam papers and tests secure.	Leave exam papers out in the open.
Teach students Fair Use Guidelines.	Let students think that academic honesty is just for the classroom.
Clearly state expectations for collaborative and individual work.	Allow students to be unaware of teacher expectations for individual work.

Administrators who promote academic honesty…

Do	Do Not
Make expectations clear for both students and staff	Just hope students will be academically honest
Focus on teaching the skills for being academically honest rather than the consequences of dishonesty	Warn students not to plagiarize
Have an established progression of consequences when dishonesty occurs	Use the harshest consequences for first offenders
Establish a school culture that actively encourages academic honesty	Tolerate academic dishonesty
Place the Academic Honesty Policy in the handbook	
Inform staff and students through various media what constitutes malpractice and how it can be prevented	Assume everyone knows the policy

Students who promote academic honesty…

Do	Do Not
To avoid Plagiarism	
Submit authentic work that is based on their original ideas and acknowledge the ideas and work of others .	Submit work without stating where it came from according to MLA or another appropriate format.
Cite sources using MLA format even if they're not sure if they should including books, journals, internet sites, magazines, photographs, music, interviews and 59 other items that can be documented.	Copy work
Paraphrase ideas of another person or use in text citations when appropriate.	Copy work
Use resources to promote your own ideas.	Steal the ideas from resources and pass them off as your own.
When Collaborating	
Collaborate to meet a common assessment goal.	Let one person do all the work.
Share ideas during collaborative tasks.	Allow someone to copy their work even though the other person may change a few things.
Support classmates by asking questions and brainstorming ideas.	Give the answers.
When taking tests	
Look at their own paper.	Look at the papers of others.
Keep the content of the test to themselves after taking it.	Tell other students the questions and/or answers on the test.
Use notes and electronics (calculators, dictionary sites) approved by the teacher.	Use "cheat sheets" or devices that the teacher hasn't approved.

Parents who promote academic honesty…

Do	Do Not
Be aware of the Academic Honesty Policy	Stay unaware that there's a policy
Support students at home	Do the work for their students
Help their students balance their school work load so they are ready for tasks/tests on the day they are due in order to help students resist temptations to be academically dishonest.	Excuse their students from school so they have more time to study or do a project

Consequences of Academic Dishonesty

According to Academy District 20 Code of Conduct Policy JICDA, a student can be suspended or be recommended for expulsion if he or she is "scholastically dishonest, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work."

As a school community, we understand that students need support and guidance when it comes to being academically honest. Therefore, we will deal with academic infringements on a case by case basis with the end goal being behavioral change. As concerns arise, teachers will strive to define both the issue and the student's intent. Teachers will then determine appropriate measures that must be taken by faculty and student. These may include any of the following:
- Detention
- Communication via email, letter, phone call
- Meeting with parents, staff or administrators.
- Redoing the work that is affected by academic dishonesty
- Administering a lower or failing grade
- Placing a temporary or permanent notation on the student's academic record indicating academic misconduct.

Works Cited

"Academic Honesty."International Baccalaureate Organization. September 2007. 28 June 2008.
    www.ibo.org

"Academic Honesty Policy". Denver Montclair International School. Denver, Colorado. 2012

"Academic Honesty Policy." McKinley Middle School. Racine, Wisconsin. June 2011.

"Honor Code." Discovery Canyon Campus. Colorado Springs, Colorado. 2010