

**2018-2020**  
**Sunset Ridge Middle School and the Connecticut IB Academy (CIBA)**  
**MYP Academic Honesty Policy**

**Academic Honesty**

Academic honesty at Sunset Ridge Middle School and the Connecticut IB Academy (CIBA) requires all IB learners to follow all attributes of the IB learner profile. The IB learner profile attribute that particularly reflects academic honesty is that of being principled. We define “principled” as being honest and fair to others and ourselves.

- **Principled:** give credit and cite sources when borrowing primary or secondary sources, such as *words, ideas, or images* from a source
- **Risk-taker:** choose to always do authentic work and report any misconduct
- **Thinker:** consider how to convey information in a way that is authentic
- **Inquirer:** ask for clarification when necessary
- **Open-minded:** consider how to give credit to others by citing sources
- **Communicator:** use personal voice and words by paraphrasing
- **Balanced:** manage time, so work is finished on time and there is no temptation to cheat
- **Caring:** respect other’s work and ideas by giving proper credit
- **Reflective:** consider the benefits of being honest and turning in authentic work
- **Knowledgeable:** understand the use of subject specific citation formats (MLA, APA, Chicago, etc.)

**Teaching the Academic Honesty Policy**

It is the responsibility of all staff members to teach and reinforce the academic honesty policy in all subject area groups. At Sunset Ridge Middle School, introductory lessons will be taught in language and literature in MYP 1 and reinforced in other classes. The purpose will be to explain the importance of academic honesty and how to avoid academic malpractice (using MLA). In addition, the academic honesty policy will be reviewed in MYP 2 and MYP 3 at the beginning of the year in Language and Literature classes. Throughout the year, subject area groups will review the policy as needed such as when the students are conducting research. At CIBA, students will be first introduced to the academic honesty policy at the New Student Orientation. Similar to Sunset Ridge Middle School, the policy will continue to be reviewed in MYP 4 and MYP 5 at the beginning of the year in Language and Literature classes in conjunction with the library media specialist, as well as throughout the year in the various subject areas. It is also important to note that the academic honesty policy will be continually reinforced in the Design courses as students learn how to be digital citizens.

**Defining Concepts**

**Academic Misconduct**

Academic misconduct includes, but is not limited to plagiarism, collusion, duplication of work, or 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 unauthentic reflections).

## **Collusion vs. Collaboration**

Collusion and collaboration both involve the work of multiple people on one final product. However, collusion is unauthorized, whereas collaboration is a preauthorized, intentional, and worthwhile learning experience. Collusion is unacceptable.

Collusion is when students present work as their own that is, in whole or in part, the result of

- unauthorized collaboration
- plagiarism due to inappropriate collaboration during work that is designed to be completed individually
- working with others without permission or is the product of two or more students working together without official approval
- impersonating another student on any academic task

Collaboration is

- multiple students actively engaging during the course and creation of a product per the assignment guidelines
- working with others towards the same goal with the intentional sharing of ideas through teacher-sanctioned groups
- legitimate and permissible when permitted by the teacher. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task

## **Authentic Authorship**

Authentic authorship is the creation of work based on one's own ideas with the ideas and words of others given appropriate credit. It is important to note that students may use resources that support their ideas in authentic authorship, but if they do so, "they must acknowledge the source using a standard style of referencing in a consistent manner" (Handbook of Procedures for the Middle Years Programme: Assessment 2017, 11).

## **Cheating**

Cheating is when a student makes a deliberate choice to gain an unfair advantage. Cheating includes, but is not limited to, copying another student's work (with or without their knowledge), copying assessment tasks, forgery, and using unauthorized resources during an assessment.

## **Duplication**

Duplication is the submission of the same work for different assessment or curriculum components without an instructor's direct permission, across disciplines or over time. All work should be original unless discussed with the instructor in advance.

## **Fabrication**

Making up data or results, and recording or reporting them; submitting fabricated documents.

## **Falsification**

Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

## **Intellectual Property**

Intellectual property refers to the ideas or work of an individual or group, including professionals and students.

## **Paraphrasing**

Paraphrasing is using different words to restate another person's ideas. Paraphrased ideas usually have a sentence structure, style, and vocabulary different from the original author. Paraphrasing is an acceptable way to use a source as long as it is properly acknowledged through the use of citations.

## **Plagiarism**

Plagiarism includes any use of another individual's words or ideas without giving appropriate credit in an approved citation format.

## **Examples of Conventions for Citing and Acknowledging Original Authorship using MLA**

All MYP students at Sunset Ridge Middle School and CIBA will be instructed in the use of MLA and other recognized citation formats to reference information from other sources in their writing for years 1-5.

Modern Language Association (MLA) is a type of citation format that is used to document sources that are utilized for academic writing. It consists of both in-text citations and a works cited page. Listed below are examples and websites to assist with MLA's citations and formatting.

### **MLA In-Text Citations Examples**

To cite a direct quote, copy the quote using quotation marks then, in parentheses, list the last name of the author and page number OR mention the author's name in the sentence, copy the quote using quotation marks and list the page number in parentheses.

Examples:

“Customized learning modules would allow for expanded student engagement” (Nash 200).

According to Nash, “customized learning modules would allow for expanded student engagement” (200).

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

The works cited page lists all of the sources that were utilized in writing the piece. It follows a specific format as depicted below:

**Note: Double Space  
Between All Lines**

1" ↑ Works Cited ↓ 1"

1" ← →

Arianda, Stephanie. *La Frontiera*. Cambridge, Eng.: Cambridge UP, 1999.

Darschelle, Kevin. "Mysteries of the Sith: An In-depth Look at the History of Star Wars." *New York Times* 20 Aug. 2010. ← → 1"

1.5" ← →

Erlanda, Katirina. "Chemists Learn Why Vegetables are Good for You." *New York Times* 13 Apr. 1993, late ed.: C1. *New York Times OnDisc*. CD-ROM. UMI-Proquest. Oct. 1993.

*Orchestra*. CD-ROM. Burbank: Warner New Media. 1992.

Pepin, Ronald E. *Literature of Satire in the Twelfth Century*. Lewiston: Edwin Mellen P, 1988.

Nash48 1/2"

<https://www.lib.k-state.edu/apps/citeguides/MLA/MLAX3.html>

### Additional Websites for MLA Support

<http://www.easybib.com/>

<https://owl.english.purdue.edu/owl/resource/747/01/>

### Consequences for Academic Malpractice

#### Level One

Violations include (but are not limited to):

- Copying another's assignment
- Sharing an assignment with another student
- Working with others on an assignment that was meant to be done by individuals
- Taking information that is not properly cited

#### Level One consequences:

- A warning and review of the policy
- Redo the assignment with possible loss of credit
- Parent notification
- A record of the incident will be documented and shared with the student's teachers

***Additional Level One violations may result in further disciplinary actions.***

**Level Two:** violations include, (but are not limited to):

- Inappropriately sharing any assessment (or part thereof) with another student;
- Submitting work that has been developed by another as one's own;
- Committing academic malpractice on an assessment; or
- Using physical or electronic methods of receiving or giving questions or answers on an assessment.

#### Level Two Consequences:

- Loss of credit on the assessment
- Written reflection on academic honesty
- Parent notification and/or meeting
- For CIBA National Honor Society (NHS) members, a report will be made

- Student will redo assignment/assessment to practice proper research and citations
- A record of the incident will be included in the student's file

***Additional Level Two violations may result in further disciplinary actions.***

**Level Three** violations include [but are not limited to]:

- Stealing, accessing, or improperly possessing any examinations or other assessments, either physically or electronically
- Altering grades on a computer database
- Committing academic malpractice on any summative assessment, midterm or final examination

**Level Three Consequences:**

- After school detention/ISS (as appropriate)
- A failing grade on the assessment
- Parent meeting with administration present
- A record of the incident will be included in the student's file
- Teachers have the option of rescinding recommendations
- For CIBA only: Committing academic malpractice on any IB Examination or falsification or fabrication of sources on any Internal Assessment (IA) or Extended Essay (EE). Please note, these incidents must be reported to the IBO.

## Process

When a teacher has reason to believe that plagiarism has occurred, the following steps will be taken:

- The teacher will investigate the matter with the student(s) involved
- The teacher will communicate the outcome of his/her investigation to the Principal and contact the parent
- The teacher, in consultation with the Principal, may decide to issue a consequence, and will communicate this decision to the student and his/her parents as well as to the school counselors

## Roles of Stakeholders

All stakeholders are responsible for ensuring academic honesty. Each member of the team is accountable for upholding this policy with integrity. Students at CIBA may be required to submit written work through **Turnitin®** to help ensure that their work is not in violation of the Academic Honesty Policy.

### **Roles of the Teacher**

- The teacher's role is to teach IB learners the academic honesty policy. Teachers will provide training and citation resources for student use at home and in the classroom. All teachers are expected to follow the citation guidelines according to their IB subject area. All teachers will communicate the academic honesty policy with families to ensure clear expectations.

### **Roles of the IB Learner**

- It is the IB learner's responsibility to produce and submit assignments that represent his/her own work. When the ideas of others are included, this information must be properly cited using a style and format appropriate to the learner's year in the programme. Learners are accountable for understanding the

academic honesty policy and for asking clarifying questions at any time. At the beginning of the school year, the IB learner will complete the Student and Parent/Guardian Academic Honesty Policy Signature Page with his/her parents and return it to the office (see Appendix A). Whether the academic dishonesty was intended or was the result of inadequate effort, learners will take responsibility for their actions.

### **Roles of the Family**

- Families and guardians will support Sunset Ridge Middle School and CIBA's Academic Honesty Policy. At the beginning of the school year, the parent/guardian will complete the Student and Parent/Guardian Academic Honesty Policy Signature Page with their student (see Appendix A). Families will come to requested meetings to discuss the academic honesty of their students, along with remaining open to communication from the school regarding this policy. Families will assist their students in understanding the expectations regarding all forms of academic honesty. A letter will be placed in the student's file.

### **Communicating the Academic Honesty Policy**

The academic honesty policy is regularly communicated to all staff, families, and stakeholders. It will be posted on both the Sunset Ridge Middle School and the Connecticut IB Academy websites and available in the Student Handbooks.

### **Reviewing the Policy**

The MYP coordinator will ensure that the academic honesty policy is reviewed and revised every two years to reflect the current needs of the school population and to ensure consistency with IB expectations. The academic honesty policy is also in accordance with the East Hartford Public School's Board of Education policies 5121.3, 5121.3a, and 5121.3b. All staff at Sunset Ridge Middle School and CIBA are involved in the development of the academic honesty policy and agree to uphold it. All staff are responsible to ensure that the academic honesty policy is a working document, that it is followed and reflected upon.

### **Works Cited**

- "Handbook of Procedures for the Middle Years Programme: Assessment 2017." *Handbook of Procedures for the Middle Years Programme: Assessment 2017*,  
[https://ibpublishing.ibo.org/server3/apps/handbook/index.html?doc=m\\_g\\_mypxx\\_gui\\_1609\\_1\\_e&part=1&chapter=1](https://ibpublishing.ibo.org/server3/apps/handbook/index.html?doc=m_g_mypxx_gui_1609_1_e&part=1&chapter=1)
- Purdue Writing Lab. "Purdue OWL // Purdue Writing Lab." *Purdue Writing Lab*,  
[owl.purdue.edu/owl/purdue\\_owl.html](http://owl.purdue.edu/owl/purdue_owl.html).
- Sutherland-Smith, Wendy. "Crossing the Line: Collusion or Collaboration in University Group Work?" *Australian Universities Review*, vol. 55, no. 1, 2013.
- "MYP: From Principles into Practice." *MYP: From Principles into Practice*,  
[ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=m\\_0\\_mypxx\\_guu\\_1409\\_2\\_e&part=1&chapter=1](https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=m_0_mypxx_guu_1409_2_e&part=1&chapter=1).

## Appendix A: Student and Parent/Guardian Academic Honesty Policy Signature Page

As an International Baccalaureate (IB) learner in the Middle Years Programme (MYP) at Sunset Ridge Middle School and the Connecticut IB Academy, I have read and understand the academic honesty policy. I realize its importance to my education which is based on the work that I complete with integrity. I fully comprehend and will display the IB Learner profile attributes. These attributes will allow me to realize the IB's mission in both our school community and the global society.

Sunset Ridge/CIBA's MYP has high expectations for all students and academic honesty plays a major role in this mission. Below are the principles of the academic honesty policy that will guide me to be principled and act with integrity as an IB learner:

### AN IB STUDENT DOES:

- Work independently (unless given permission by the teacher).
- Create his/her own work both at home and at school.
- Use his/her own words, thoughts, and ideas.
- Give proper recognition through a recognized reference system to authors when using their work.
- Use the resources and websites provided in this policy to help in proper citations and formatting.
- Turn in original work for each subject group and understands that an original paper or project cannot be turned in more than once for different subject groups.

### AN IB STUDENT DOES NOT:

- Copy others' work, in whole or part, and claim it as his/her own.
- Share his/her work or information about an assignment with another student unless the teacher has instructed the student to work collaboratively with others.
- Share information about a test to students who have not yet taken the assessment.
- Talk during a test, or use outside resources for an advantage, such as notes or technology, without the permission of the teacher.
- Commit any form of academic dishonesty as outlined in this policy.

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**My signature below indicates that I have read, understand, and agree to abide by the Sunset Ridge Middle School/Connecticut IB Academy Academic Honesty Policy. This knowledge also includes the acceptance of consequences for any policy violation(s).**

Student Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

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

**I have read the Sunset Ridge Middle School/Connecticut IB Academy Academic Honesty Policy and will support the guiding principles that have been established herein.**

Parent/Guardian Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

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