

I. INTRODUCTION

Because academic integrity is a cornerstone of the partnership between Northwest Jackson IB World Middle School and Jim Hill High School, students are responsible for learning and upholding the standards that are set forth. The high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts.

As IB Middle Years schools, our goal is to set high standards for good character. In the IB Learner Profile, the attribute “Principled” describes someone who “acts with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere...” (2014, IB Learner Profile). People who have integrity do the right thing because it is the right thing to do.

Both schools are committed to academic integrity and will ensure that all students, faculty/staff, and parents in the International Baccalaureate Programme are aware of what this entails. While we trust that all students enrolled in the schools will submit work of their own that is appropriately referenced, we feel that it is necessary to give guidelines as to what this means and what the consequences will be if any work does not meet this standard.

II. DEFINITIONS AND EXAMPLES OF ACADEMIC DISHONESTY AND MALPRACTICE

Understanding the difference between academic dishonesty and malpractice and academic honesty is generally taught through English Language Arts courses. The Mississippi College and Career State Standards offers teaching standards that address document citations and plagiarism beginning in 6th grade. Although the standards are taught and addressed in the English Language Arts courses, it is the responsibility of all teachers to ensure students know what academic dishonesty and malpractice are and how to avoid them.

The IB defines academic malpractice as “behavior that results in gaining an unfair advantage in one or more assessments” (Diploma Programme Academic Honesty, p.3). Although the following list is not exhaustive, academic dishonesty can take several forms:

Copying: This is the most common form of cheating. When you copy, with or without someone’s knowledge, from another student’s test paper, laboratory report, or computer files and listings and submit it as your own, you are cheating.

Plagiarism: Using the work of another person and calling it your own is plagiarism. This includes words, ideas, pictures, online foreign language translators, information or anything that has been produced by someone else. For instance, you quote or summarize another person’s words without stating who originally made the statement or citing the source of the quote or summary, you would be plagiarizing their work.

Complicity/Collusion: Complicity or collusion is helping another student to be academically dishonest. If you help another student cheat, you are just as guilty as the other student. This includes allowing other students to copy from your papers during any type of assignment or examination.

Collaboration: Whether in school or out of school, working with another student on an assignment that was meant to be done individually is academic dishonesty. In addition, it is good to have help from parents on homework and/or projects but not too much! Our goal is to foster independence in our students, and we strongly discourage parents completing their child's work for them. Collaborative work specifically authorized by a teacher is allowed.

Duplication: Duplication is the multiple submission of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit. This includes the re-use or resubmission of science fair projects, reading fair projects, and other work that may have been used in a previous school term for the same subject without the consent of all teachers involved.

Cheating on examinations: Using or attempting to use materials, information, notes, study aids, electronic devices or other assistance in any type of examination or evaluation which has not been authorized by the teacher is academic dishonesty. You must use only what the teacher says is allowed.

Fabrication and Falsification: It is not acceptable to create or alter statistics or facts to use in your work or to claim to use a resource on a paper or project that you have made up. Unless you are told to imagine or make something up, you should stick with facts that can be verified.

III. PREVENTION OF ACADEMIC DISHONESTY

Northwest IB World School and Jim Hill High School, in line with IB practices, may submit random or selected pieces of work to external bodies for verification and evaluation of sources. This is especially true of Person Project submissions. Students should be able to submit electronic copies of any work to the teacher for such verification at any time. It is recommended that students keep all rough drafts and notes that they produce in preparing work for submission to teachers in order to be able to defend themselves against charges of academic dishonesty.

Since the faculty at both schools recognizes that not every attempt of academic dishonesty is an intentional attempt to present another person's ideas as one's own, our schools take proactive measures to inform and teach learners preventative measures as outlined in each unit planner. Specifically, students are taught how to properly cite sources which prevents academic dishonesty and malpractice through the English/ Language Arts Mississippi

College and Career Standards (including writing standards for History, Science, and Technology):

- to “quote and paraphrase while avoiding plagiarism and provide basic bibliographical information of sources” in 6th grade (MSCCRS W.6.8)
- to “cite sources” (MSCCRS W.7.6) and “quote or paraphrase ... while avoiding plagiarism and following a standard format for citation” (MSCCRS W.7.8)
- to “quote and paraphrase ... while avoiding plagiarism and following a standard format for citation” (MSCCRS W.8.8; WHST.6-8.8)
- to “avoid plagiarism and follow a standard format for citation” (MSCCRS W.9.8; MSCCRS W.10.8; WHST.9-10.8) and “write and edit work so that it confirms to the guidelines in a style manual appropriate for the discipline and writing type” (MSCCRS L.9.3a; MSCCRS L.10.9.3a)

The administration, in concert with teachers, assists students to develop academic, personal, social, and technical skills that promote: honesty in collaboration, team member skills, integrity, independence, and confidence in one’s own work.

Students should recognize that they are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic honesty will be theirs alone. They should speak to their teachers regularly about their work and show drafts of it at various stages in the production process. They should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.

IV. CONVENTIONS FOR CITING AND ACKNOWLEDGING SOURCES

There are several resources to aid with citing original sources. One such source is the Purdue Online Writing Lab (OWL) on the Purdue University website at <http://owl.purdue.edu>. This site has a myriad of examples in both Modern Language Association (MLA) and the American Psychological Association (APA) formats. Several examples are printed below:

Basic In-Text Citation Rules (MLA)

MLA format follows the author-page method of in-text citation. This means that the author’s last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author’s name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. For example:

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).

Wordsworth extensively explored the role of emotion in the creative process (263).

Basic In-Text Citation Rules (APA)

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "students often had difficulty using APA style, especially when it was their first time (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

"APA In-Text Citations: The Basics." 1995. *Purdue Online Writing Lab*. Web. July 2019.

"MLA In-Text Citations: The Basics." 1995. *Purdue Online Writing Lab*. Web. July 2019.

V. PENALTIES

It is expected that students demonstrate academic integrity in all classes. Penalties for failure to adhere to the Academic Integrity Policy includes, but are not limited to, the following:

First Offense

1. Parent notification
2. Referral to MYP Coordinator to review Academic Integrity Policy
3. Mandatory attendance to the Academic Integrity Course
4. In MYP Years 1-5, must redo the assignment or an alternate assignment

Second Offense

1. Parent conference with student, counselor, and MYP Coordinator
2. Given academic warning
3. In MYP Years 1-3, assignment of detention to complete an alternate assignment
4. In MYP Years 4-5, less than full credit

Third Offense

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1. Parent conference with student, MYP Coordinator, Counselor, and Administrator to discuss removal from program
 2. Recommendation of removal from the IB program

*Repeat offenders may be subject to additional interventions or disciplinary action.

I, _____ an International Baccalaureate Middle Years Programme student, have been informed of the Academic Honesty Policy. The Policy defines academic dishonesty and malpractice in the context of the IB Programme. In addition, the penalties of being found guilty of malpractice have been discussed. I am committed to producing academic work that meets all standards in everything I do.

Student Signature

Date

Parent Signature

Date



Academic Honesty Policy



MYP Coordinator

Date