

The Mount Washington School

Academic Honesty Policy

The International Baccalaureate (IB) views academic honesty as a “larger set of values and skills that promote personal honesty and good practice in teaching and learning, including assessment.” (IBO, *Academic honesty in the IB educational context*, p. 12, 2014).” IB encourages students to become principled, exhibiting traits of honesty, integrity and respect for justice and the beliefs of others.

The MYP expects and encourages collaboration with other students. However, each student must be responsible for his/her own written work. “The relationship between the teacher, student achievement and the learning process is a critical part of the MYP, so it is natural to develop academic honesty in positive ways that stress respecting the honesty of all student work and recognizing the shared benefits of properly conducted academic research (p. 12).”

The Mount Washington School’s goal is to promote the value of students doing their own work, learning from others, and complying with common education protocols. To that end, we work with students by explicitly teaching Approaches to Learning skills in each subject area that will allow them to be successful and embody academic honesty.

Students at The Mount Washington School are expected to strive to develop the attributes of the Learner Profile that are embedded throughout the curriculum and in the school’s daily life.

We encourage our students to act with integrity and honesty and take responsibility for their own actions and the consequences that accompany them. These qualities, when applied to learning and student work, will establish skills and behaviors which support good practices to be found in the classroom, used for homework and examinations. Achieving the goal will eliminate plagiarism, collusion, copying, duplication of work, misconduct during an examination, fabrication and other misconduct such as lying, theft, vandalism, and forgery.

Definitions

- ❖ **Academic honesty** is defined as “a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.”

- ❖ **Malpractice** is defined as behavior which may result in someone gaining an unfair advantage over another such as:
 - **Plagiarism** - intentionally or unintentionally taking work, words, ideas, or information of another person by submitting it as one’s own or without appropriate citations or acknowledgement.

 - **Collusion** – allowing one’s work to be copied or submitted for assessment by another

 - **Copying** – taking work of another student, with or without his/her

knowledge

- **Duplication of work** – presentation of the same work for different assessment components or curriculum requirements

- **Misconduct during an examination** – includes any attempt to disrupt the examination or another student, failing to comply with the instruction of the examiner, possession of unauthorized material, or attempting to pass information to another that is related to the examination

- **Fabrication** – to fake or forge research and/or data for an assignment

- **Forgery** – forging the signature of a parent/guardian, school employee, or physician on a letter or any other school-related document

Consequences

First offense – 1. Academic Honesty Resolution signed by student and teacher
2. Re-take test/activity for partial credit or receive a reduction in grade
3. Parent contact by phone or email

Second offense – 1 and 2 from above and letter home from IB Team with copies of both Academic Honesty Resolution sheets using certified mail

Third offense – 1 and 2 from above (with possibility of no credit or partial credit based on the type of activity / assignment) and Office Referral (administration takes further disciplinary action)

Further offenses will be treated as third offense.

Documentation – Each year, a file for each student will be located on the upper level in a central location, to include a tracker sheet to document offenses as well as contact information and other common documents.

Roles and Responsibilities:

❖ Administration

- The administration is responsible for creating a school culture in which academic honesty is encouraged and provides resources to promote academic honesty.
- The administration will ensure that all students understand what constitutes academic honesty and malpractice and the consequences of being found guilty by publishing the Academic Honesty Policy in the Middle School Handbook.

❖ Teachers

- Teachers are responsible for providing support for academic honesty through the MYP Approaches to Learning (ATLs).
- Teachers will provide examples of the proper way of acknowledging sources (MLA) and ensure that there is an organized and consistent approach across subjects. Proper citation must include at least: name of author, date of publication, title of source, and page numbers when available.
- Teachers and the school librarian will work collaboratively to develop resources that students can reference when conducting research and citing sources.
- Teachers will lead by example / set standard to help create a climate of honesty by using the Learner Profile traits.
- Teachers will recognize a “teachable moment” in order to prevent future academic dishonesty or malpractice.
- Teachers will take advantage of the role and expertise of the school librarian.
- Teachers will distribute and collect policy signed by student and parent / guardian.

❖ Librarian

- The school librarian will teach and employ good academic practice for documenting sources (MLA).
- The school librarian will work collaboratively with the teachers to develop a packet that students can reference when conducting research and citing sources.
- The school librarian will help students find and use authoritative and reliable information from a variety of sources.

❖ Students

- Students are responsible to make every effort to practice academic honesty by accepting the challenge to be original and creative in order to produce their own work.
- Students will communicate and inquire when they have questions regarding the proper way to cite sources.
- Students are responsible for ensuring that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged.
- Students conduct during an examination is in compliance with policy.
- Students will read and sign the Academic Honesty Policy in the Middle School Handbook.

❖ Parents / Guardians –

- Parents / Guardians will read and sign the Academic Honesty Policy in the Middle School Handbook.
- Parents / Guardians will provide support by monitoring students' work in the home such as computer use, homework and written assignments.
- Parents / Guardians will provide support and encouragement of the Academic Honesty Policy by discussing the school's academic policy with their students.

(April 2014). *Diploma programme academic honesty*. Cardiff, Wales: International Baccalaureate Organization.

