



Academic Honesty Policy

Academic Honesty Philosophy and Rationale

The IB learner profile encourages all members of the IB community to be “principled”, acting with “integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities” (Academic Honesty: Guidance for Schools). In all their studies at school, students must demonstrate academic honesty and avoid any form of academic misconduct.

To ensure the reliability of Sinagua Middle School’s academic honesty policy, SMS will:

1. Define the key terminology related to academic honesty
2. Set the framework within which academic honesty is developed and maintained in our Middle School
3. Develop student understanding of the principles of academic honesty
4. Respond appropriately to cases of academic misconduct
5. Communicate the approach to academic honesty to parents, students and other stakeholders

Purpose

The principle of Academic Honesty is the cornerstone of a school community. The academic honesty policy is designed to define and clarify the expectations associated with the submission of authentic work. At Sinagua Middle School, we encourage students toward a life governed by the values of honesty and personal integrity. Teachers will support the development of the skill of academic honesty through modeling academically honest practices.

In order to understand appropriate academically honest practices, it is important to clarify behavior that can lead to an unfair advantage in academic work.

Definitions

Academic Misconduct

Academic Misconduct is the act of disruption during an assessment, including talking, etc.

Duplicate Submission

Duplicate Submission is defined as submitting the same work for more than one assignment (Plagiarizing yourself).

Collusion

Collusion is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

Examples:

- Helping someone else cheat both deliberately and through support.
- Allowing your work to be copied and/or submitted by another student.
- Divide and conquer approach where you are not the author of the entire assignment given by the instructor (if not part of the assignment).
- Representing significantly unequal work as an equal collaboration.
- Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future.
- Sharing information about assessment content and questions with other students.

Plagiarism

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Examples:

- Any representation of others' work as your own
- Non original work that is not cited and appropriately referenced in submissions.
- Copying information from a book or a website.
- Misuse of quotation marks, paraphrasing, and in-text citations makes authorship unclear.
- Failure to identify the source of elements of nonverbal work (ie. painting, dance, photo, proof, musical composition, etc) that you've derived your work from.
- Using online language translators unless explicitly allowed.

Unfair Practice

Any action that gains the student an unfair advantage.

Examples:

- Falsifying records
- Falsifying data

- Sharing passwords, using unauthorized material
- Disclosing information about assessments
- Altering grades
- Phony citation
- Impersonating person
- Misconduct during testing times

Flagstaff Unified School District Policy Connections

The vision of FUSD is to provide a challenging and supportive learning community in which our students may explore and develop their unique interests and skills in order to reach their highest potential. SMS teachers will teach, model, and develop the principles of honesty and personal integrity for all students. In developing this skill, students will gain the necessary tools to successfully pursue their chosen path in life.

IB Learner Profile Connections

SMS encourages honesty and personal integrity by the teaching of the IB learner profile attributes:

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/yours

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, reducing the 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

Reference matrix for teaching at SMS

Teaching Academic Honesty at Sinagua Middle School

Principle Needed for student success with Academic Honesty	Literature	Science	Social Studies	Math
<p>Understanding and avoiding plagiarism.</p>	<p>When you might cite: When you quote two or more words verbatim When you introduce facts you have found in a source When you paraphrase or summarize ideas When you introduce information that is not common knowledge When you borrow the structure of a source's argument When you build on another's method in a lab (science) When you collaborate with others in producing knowledge</p>	<p>Examples of plagiarism.</p>	<p>What is plagiarism?</p>	

Principle Needed for student success with Academic Honesty	Literature	Science	Social Studies	Math
Principles in citing sources: Why?	Signaling sources in a body of paper	Scholarly vs popular	Why cite? To become a more mature thinker To create debate To give credit where credit is due To lead to further research	
Practice in citing books.	Books			
Practice in citing articles.		Articles		
Practice in citing internet sources.			Internet Sources	
Practice in citing miscellaneous sources.				Misc. Sources
Discussion of negative consequences for academic dishonesty.	Consequences Matrix shared in class.			

<https://poorvucenter.yale.edu/using-sources>

Stakeholder Responsibilities:

Teachers will

- Engage students in a rich curriculum which is inquiry based, therefore difficult to engage with in a manner which is academically dishonest
- Model and teach academic integrity expectations within their classroom
- Model and teach academic citation styles appropriate to their discipline
- Provide the necessary supports to students in the development of academic honesty

IB Learners will

- Submit assignments which represent his/her/their own work
- Use appropriate citation when using other's ideas
- Encourage peers in making good choices
- Understand policy and ask for help and clarification when needed

Families will

- Review the academic honesty expectations with their student to ensure understanding
- Support the efforts of teachers and staff at Sinagua Middle School in enforcing academic honesty expectations

Counselors will

- Reinforce expectations with students as necessary

Administrators/IB Coordinator will

- Lead the creation, review, and adoption of the academic honesty policy
- Ensure that all stakeholders receive training in academic honesty expectations and the procedures
- Investigate reports of malpractice

Accountability and Consequences

SMS strives to encourage academically honest behaviors by teaching expectations and protocols. If academic dishonesty occurs, the protocol will be:

First offense

- The teacher will reteach the expectation of academic integrity
- Student will redo the assignment in the same or different format
- Teachers will contact parents

Second offense

- Student will redo the assignment in the same or different format

- Student will write a reflection on academic honesty
- Teacher will refer the student to SMS administration. The current FUSD discipline matrix will be followed
- Administration will contact a parent or guardian
- Student may lose credit on the assignment

Additional Information

IB Standards and Practices

*Standard B1.5d

The school has developed and implements an academic honesty policy that is consistent with IB expectations.

Policy Communication Plan

This Academic Honesty policy will be published on SMS and district websites, discussed in each core class using the matrix below, and published in appropriate student resources.

Guarantee of Review

Written on 12/01/20 by IB Committee members

A review will be conducted annually

Revisions November 2021

Work Cited

Global Academy of Phoenix- <https://www.alhambraesd.org/Page/4210>

- Example of template for each policy

Kavod Middle School-<https://kavodelementary.org/international-baccalaureate/>
Academic Philosophy Introduction

Connecticut IB Academy

<https://ciba.easthartford.org/cms/one.aspx?portalId=19403003&pageId=20041754>

IB Learner Profiles connections to academic policy