



JEMS Academic Honesty Policy Committee

MYP Academic Honesty Philosophy

A culture of academic honesty is built at the Jordan-Elbridge Middle School through a partnership including administration, staff, students and stakeholders working together to ensure that all aspects of academic honesty are achieved through on-going communication.

It is essential that the learning community promotes academic honesty. When instances of malpractice as defined in the policy occur, students will face consequences and receive support.

Definition of Malpractice

The IB Organization defines malpractice as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessments.

Cheating: is defined as behavior that results in a student making a deliberate choice to gain an unfair advantage in an assessment situation. Cheating includes:

- copying another student's work (with or without their knowledge)
- copying teacher assessments
- forgery
- using unauthorized notes during an assessment

Plagiarism: Copying word for word in part or in whole from a source without giving proper credit to the author. This includes electronic sources and/or services found on the internet. This also includes:

- Taking someone else's ideas and copying them as your own without using quotes.
- Turning in someone else's work, in part or in whole, including but not limited to erasing/deleting someone else's name and substituting it for your own.
- Forgery of a parent's or guardian's signature on a school document.
- Successfully or unsuccessfully attempting to engage in or solicit participation by others in the process of violating the Academic Honesty Policy.

Collusion: is defined as one student helping another student to be academically dishonest.

Paraphrasing: is defined as using other 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. However, because paraphrasing still uses the ideas of another person, the source must be acknowledged through citations.



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Duplication: is defined as submitting work that is substantially the same for assessment components and/or IB requirements in different courses without the consent of all teachers involved.

Consequences

First Offense

Students will receive a “zero” or “no credit” for an assignment attempted or completed through cheating. At the discretion of the teacher, the student may be required to complete the assignment (or an equivalent). Depending on the student’s history of misconduct, its intent, or its severity, other action may be taken, including detention or suspension. This will be determined at the discretion of the teacher and the administration. The offense will be documented in the student’s discipline file.

Second Offense

Upon the second offense of malpractice the consequence will be delivered at a meeting between the principal, student, and parent/guardian. The consequence delivered will be tailored to remediation in regards to the malpractice as determined at the meeting. Where applicable a zero will be given for the assignment. The meeting will review the Academic Honesty Policy with the student and explain the consequences for any future violations, the offense will be documented in the student’s discipline file.

Third Offense

Repeat offenders may be subject to additional interventions or disciplinary action including, but not limited to a schedule change/modification, an involuntary placement to alternate school site (Compass or Siple U).

Review Committee

An Academic Honesty Policy committee will be formed for the purpose of reviewing the Academic Honesty Policy each year. The purpose of the review will be to ensure we are meeting the needs of all our students and program.

Role of the Student

The student has an obligation to the school, their peers and community to complete all assignments with honor. By internalizing what it means to be a principled communicator, students must:

- Ensure that all work submitted is authentic – It is the student’s responsibility to prove authenticity if work is in question
- Request clarification to avoid any malpractice before and during a given task
- Request clarification for any of the consequences that are not understood



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Role of the Teacher

The teacher will provide each student with avenues to acknowledge sources that is organized and consistent across all disciplines. Their role is to continuously monitor and educate students by:

- Discussing expectations of academic honesty- malpractice and consequences
- Teaching and re-teaching research skills- when and how to cite sources in accordance with generally accepted standards and practices (i.e. Easy Bib; MLA)
- Educating students on the Approaches to Learning – organizational skills and attitudes, collaborative skills, communication, informational literacy, reflection, problem-solving and thinking skills
- Designing assessment tasks that require inquiry and creativity

Teachers also have the role of ensuring that the Jordan-Elbridge Middle School is free of malpractice by:

- Confirming, to the best of their knowledge, that all student work is authentic
- Assisting in the detection of any malpractice
- Providing clear guidelines to students and stakeholders the difference between collaboration and collusion

Role of the Head of School

The role of the Jordan-Elbridge Middle School principal is to continually monitor and educate staff members on malpractice by:

- Defining what constitutes academic honesty and an authentic piece of work
- Examining and reflecting on the campus malpractice terms
- Continually updating our skills for academic writing and acknowledging sources
- Continually reviewing our consequences for malpractice
- Establishing a school culture that promotes academic honesty

Role of the Librarian

The librarian will provide each student with avenues to acknowledge sources that is organized and consistent across all disciplines. Their role is to continuously monitor and educate students by:

- Discussing expectations of academic honesty- malpractice and consequences
- Teaching and re-teaching research skills- when and how to cite sources in accordance with generally accepted standards and practices (i.e. Easy Bib; MLA)



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Conclusion

If malpractice has occurred, it is up to the student to provide evidence and documentation to support his or her work. The student can avoid malpractice by:

- Always documenting sources
- Always keeping track of any notes, thoughts or rough drafts used throughout the process
- Ask the instructor for clarification before work begins
- Asking the instructor to preview the assignment
- Use technology to proofread your assignment such as Turnitin.com