

Chestnut Ridge Middle School
International Baccalaureate
World School Campus
Academic Honesty Policy



East Ramapo Central School District and the International Baccalaureate Organization upholds principles of academic honesty, which are seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.

Academic Honesty Policy

As a unified community, the East Ramapo Central School District is committed to educating the whole child by providing a healthy, safe, supportive, engaging and challenging learning environment.



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Chestnut Ridge Middle School views academic honesty as a core value which is embodied in many aspects of the IB learner profile. By promoting a culture of integrity and honesty from a young age, students are encouraged to build the skills needed to conduct their academic work in a principled manner, to credit source material appropriately, and to acknowledge any ideas not their own. To avoid plagiarism, students should always cite materials and ideas that are NOT their own. At Chestnut Ridge Middle School, the MLA citation format is required. Furthermore, the IB Learner Profile is the cornerstone to the school's Academic Honesty Policy. Chestnut Ridge Middle School's academic honesty policy encourages our students to be:

- Inquirers – who acquire the skills necessary to conduct inquiry and research
- Knowledgeable – who explore concepts, ideas, and issues
- Principled – who act with integrity and honesty, and take responsibility for their own actions
- Open-minded – who are accustomed to seeking and evaluating a range of points of view
- Risk takers – who are brave and articulate in defending their beliefs

By choosing to adhere to these attributes, students are choosing not to take part in academic misconduct. Choosing not to take part in academic misconduct means students value learning and are working in accordance with the learner profile – they are conducting themselves as principled, caring, risk-taking, and thinking individuals in all areas of their academic work.

The Academic Honesty Policy is designed to define and clarify the expectations associated with the submission of authentic work. This Policy will provide staff, students, parents, counselors, and administrators with a common understanding of malpractice, define the responsibilities of all parties in preventing malpractice, and encourage principled behavior in the learning environment of our schools.

Academic honesty is acknowledging responsibility for the production of the student's own work, recognition of the work of others, and maintaining honor and trust in the learning environments of our school. In order to understand appropriate academic honesty practice, it is important to clarify behavior that can lead to an unfair advantage in academic work, hereby referred to as malpractice.



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Definitions

Plagiarism

An act or instance of using or closely imitating the language and thoughts of another author without authorization and/or the representation of that author's work as one's own, without crediting the original author. Plagiarism equally applies to work other than text (i.e. art, music, etc.)

It is important that students understand how to appropriately use another author's work in their assignments to avoid both intentional and unintentional instances of 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 source of elements of nonverbal work (i.e. painting, dance, photo, proof, musical composition, etc.) that you've derived your work from

Collusion

Supporting malpractice by another student, including allowing one's work to be accessed or copied or submitted for assessment by another student.

Examples:

- Helping someone else cheat both deliberately and through support
- Allowing your work to be copied and/or submitted by another student
- Representing significantly unequal work as an equal collaboration
- Writing a paper or doing homework for another student
- Sharing information about assessment content and questions with other students

Collusion is not to be confused with collaboration. **Collaboration** is working with others towards the same goal with the intentional sharing of ideas through teacher sanctioned groups.

Collaboration, when permitted by the teacher, is legitimate and permissible. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion, on any given task.

Duplication of Work

Students cannot submit the same work. All work should be original unless discussed with the instructor in advance.



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Unfair Practice

This is defined as any action that gives a student an unfair academic advantage.

Examples:

- Falsifying records
- Falsifying data
- Sharing passwords and/or using unauthorized material
- Disclosing information about assessments
- Altering grades
- Phony citation
- Impersonating person
- Misconduct during testing times

It is the understanding of all school personnel that when a student puts his or her name on any assignment, he or she is submitting it as his or her own and acknowledging original ownership.

Roles and Responsibility in Supporting Academic Honesty

Faculty: (including teachers-assistance and aids, counselors, media specialists, support staff)

- Communicate appropriate collaboration versus collusion with each assignment
- Teach a recognized citation convention for written and non-written works - **Media Specialist**
- Demonstrate and model academic honesty in presentations, etc.
- Assure students in class understand that when they submit a task as their own, they are representing that have not received nor given aid on assignments or assessments
- Minimize temptation for malpractice in assignments/assessment situations
- Communicate with students, parents, counselors, administrators with concerns and malpractice offenses
- Teachers, administrators, and counselors involve students in reflection/discussion in the instance of malpractice

Example of MLA Citation

MLA 8th Edition In-Text Citations of Sources

When citing a work within the text of a paper, students must try to mention the material being cited in a "signal phrase" that includes the author's name. After that phrase, the page number in the work referred to must be inserted in brackets. In ELA, students cite in order to show text evidence.

For example:

In the last paragraph, Dickens mentioned that the response "far exceeded their expectations" (492).

MLA 8th Edition Bibliography / Works Cited List

Sources are referred to in a "Works Cited" list that should begin at the top of a separate page after the last page of a research project. The Works Cited List should be arranged in alphabetical order, based on the first word of each entry. For most entries, this will be the last name of the author. As a general rule, the names of authors are inverted (i.e. last name, first).



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Format:

Author. Title. Title of the Article. Other contributors, Version, Number, Publisher's name,

Date of publication, Location

Sample Citations:

Goodwin, Doris. Team of Rivals: The Political Genius of Abraham Lincoln.

Simon & Schuster, 2012.

Middlekauff, Robert. The Glorious Cause: The American Revolution. Oxford UP, 2007.

IB Learner/Students:

- Confirm understanding of academic honesty with signature on Code of Conduct form each year
- Report malpractice violations to a trusted school employee
- Work to produce authentic work
- Understand that putting name on assignment certifies it as your own work, cited appropriately
- Minimize malpractice temptation by balancing time appropriately
- Ask for guidance when you are unsure

Administration & IB Coordinator:

- Support Academic Honesty Policy and investigate all counselor/teacher reports of malpractice
- Ensure that all staff, students, and parents understand definitions, responsibilities, and repercussions
- Ensure the Academic Honesty Policy is applied consistently throughout the school
- Provide staff development and guidance on academic writing and referencing systems that are available
- Provide teachers with material to guide students in maintaining academic honesty
- Make parent and student contact to reflect on malpractice incidents

Parents, guardians, and/or outside support:

- Read/sign Code of Conduct form
- Encourage your child to practice academic honesty
- Encourage your child to cultivate a culture of academic honesty in school
- Address concerns of academic misconduct/malpractice with your student and school personnel if necessary
- Monitor hired tutors to assure authentic student work



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Consequences for Academic Misconduct

If it has been determined that a student has committed an act of academic misconduct, parents will be notified by the teacher and/or school administrator.

Depending on the severity of the incident, as well as the frequency of occurrence, consequences may include:

- A counseling meeting with student, teacher, counselor, and/or Assistant Principal
- Partial credit or a zero
- A re-do or revision of the assignment or assessment
- Ineligibility for honor roll that quarter
- A record of all cheating will be kept in the Guidance and Principal's office
- Possible ineligibility for National Junior Honor Society. If the student is presently a member of the National Junior Honor Society, a hearing will be conducted according to the Society's guidelines

Communication Plan

This Academic Honesty Policy will be published on the school and district website, and a QR Code will be placed in the School's Newsletter, Cougar Roll, along with a brief synopsis. In addition, the Academic Honesty Policy will be discussed in September for each middle school year and published in student planners where appropriate. All members of the community will be updated on the Academic Policy via presentations at school assemblies, and staff and parent meetings.

Review of the Academic Honesty Policy:

The Academic Honesty Policy will be updated annually by Chestnut Ridge Middle School Leadership team.

- Written, 2018 by Bernidette Grant, International Baccalaureate Coordinator, Jennifer Guitzet, Reading Specialist and National Junior Honor Society Adviser, Collette Politzer, Media Specialist.

Footnotes:

Citation of schools and districts referenced in the writing of this policy:

- East Ramapo Central School District Code of Conduct
- MYP: From Principles to Practice (September 2014)
- Bloomfield Hills Middle School
- Sunset Ridge Middle School and the Connecticut IB Academy



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

Chestnut Ridge Middle School International Baccalaureate Candidate Campus has high expectations for all students and academic honesty plays a major role in this mission. As an International Baccalaureate (IB) learner in the Middle Years Program (MYP), 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.

My signature below indicates that I have read, understand, and agree to abide by the Chestnut Ridge Middle School International Baccalaureate Candidate Campus 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 Chestnut Ridge Middle School International Baccalaureate Candidate Campus Academic Honesty Policy and will support the guiding principles that have been established herein.

Parent/Guardian Name (Print): _____ Date: _____

Signature: _____ Date: _____