

Kid's Community College Southeast Middle School

An IB MYP Candidacy School

Academic Honesty Policy

Mission Statement:

Kid's Community College Southeast is dedicated to the well-being and educational success of every child. We aim to foster internationally-minded, lifelong learners who will help shape our global community.

In keeping with the mission of Kid's Community College Southeast Middle School and the requirements of the International Baccalaureate Organization (IB) as an IB MYP Candidacy School, an academic honesty policy has been agreed upon by all stakeholders to promote, nurture and establish academic honesty as a core principle.

PURPOSE:

To support staff, students, and parents in creating a learning community where academic honesty is taught, expected, and practiced.

LEARNER PROFILES:

KCC Cougars who are practicing the attributes of the IB learner profile, especially being Principled by definition, will be practicing academic honesty.

As KCC Cougars practicing academic honesty, we demonstrate being...

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

DEFINITION OF ACADEMIC MISCONDUCT:

"The IB defines academic misconduct as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components" (*Middle Years Programme. MYP: From principles into practice. September 2017. P. 95).

ACADEMIC MISCONDUCT INCLUDES:

- **plagiarism**—the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment

- **collusion**—supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another
- **duplication of work**—the presentation of the same work for different assessment components
- **any other behavior** that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections) (*Middle Years Programme. MYP: From principles into practice. September 2017. P. 95).

Examples of what constitutes academic misconduct, intellectual property, and authentic authorship:

A. Plagiarism

1. **Not using** quotation marks and proper citation when using the words of another person. Kid’s Community College Southeast Middle School uses MLA for citation.
2. Using someone else’s ideas and putting them in your own words (paraphrasing) **without** using appropriate citation.
3. **Not** properly citing printed materials, internet sources, CD-ROMs, DVDs, electronic media, email messages, and conversations.

B. Collusion

1. Copying someone’s work and presenting it as your own.
2. Allowing someone to copy your work and presenting it as his/her own.

C. Intellectual Property

1. using patented material, registered designs, trademarks, moral rights, and copyrighted material **without** proper licensing such as illegal music downloads and peer-to-peer/P2P file sharing.

D. Authentic Authorship

1. Collaboration:

- Working on a common aim with others **should not** result in a member of the group copying or submitting the work of other members for assessment (*Middle Years Programme. MYP: From principles into practice, September 2017. P. 77).
- The work of another person within a student’s work **is not** fully and appropriately acknowledged in the form of a direct quotation or paraphrase (*Middle Years Programme. MYP: From principles into practice, September 2017. P. 77).

Examples of conventions for citing and acknowledging original authorship

KCC Cougars are taught throughout their time in the MYP about citation in many subject areas. Kid’s Community College Southeast Middle School uses MLA format for parenthetical citations as well as sentence stems such as “according to the text”.

Some examples of website options that can be utilized to cite sources include:

www.easybib.com

www.noodletools.com

www.bibme.com

How do I make distinction between legitimate collaboration and unacceptable collusion?

“Working with others on a common aim should not result in a member of the group copying or submitting the work of other members for assessment” (*Middle Years Programme. MYP: From principles into practice, September 2017 p. 76).

As students we will...

- make our work personal and write using our own “voice”.
- acknowledge help and resources using proper citation.
- use sources in the prescribed manner
- allow ourselves time to do the work properly.
- exercise academic integrity in all aspects of our work
- submit work that is authentic as part of the Community Projects.
- seek help from professors as needed
- avoid engaging in cheating, lying, plagiarizing, and collusion
- avoid talking during an exam without permission
- report any violations of the Academic Honesty Policy
- seek out a Professor, the MYP Coordinator or an Administrator with questions regarding the policy
- sign an Academic Integrity Statement on specified tests, papers, reports, and the Community Project

As Professors we will...

- communicate expectations we have for students by clearly referring to the academic honesty guidelines
- encourage honesty and communicate the consequences of breaching Kid’s Community College Southeast Middle School and IB MYP regulations
- make the Approaches to Learning (ATL) skills an explicit focus for teaching and learning, particularly information literacy skills

As Parents or Legal Guardians we will...

- encourage our children to ask their professors for advice if they are having difficulties understanding the assessment criteria or how to do their work.
- establish a good level of communication with Kid’s Communication Southeast Middle School so that we understand the requirements of the MYP and what is expected of students.
- Support our children, but be sure they are the ones responsible for the work done.

As Administrators we will...

- ensure that the faculty, students, and parents receive the Academic Honesty Policy
- help contribute to a school-wide environment that encourages adherence to the Academic Honesty Policy
- maintain accurate records of Academic Policy violations
- ensure that the Academic Honesty Policy is being applied consistently throughout the school

KID'S COMMUNITY COLLEGE SOUTHEAST MIDDLE SCHOOL'S RESPONSE TO ACADEMIC MISCONDUCT:

When professors suspect that a student has committed academic misconduct, they will implement consequences as noted in the Kid's Community College Parent/Student Handbook such as:

Notification of Parent or Guardian	Detention
Assignment of duties other than class tasks	Mediation
Consultation with administration or school counselor	In-school suspension
Out of school suspension up to ten days	Parent shadowing
Student behavior contracts	Restitution
Work detail	

Monitoring and Revision of the Academic Honesty Policy

In 2017, the Kid's Community College Southeast Middle School MYP Academic Honesty Policy was first drafted by the MYP Coordinator and other stakeholders. The academic honesty policy has been further updated and developed by the Instructional Leadership Team which includes the PYP and MYP Coordinators. In October of 2018, the Governing Board participated in the review process. In January of 2019, the Professors and MYP Coordinator further developed the policy. The academic honesty policy received additional review by the Head of School along with the Instructional Leadership Team and Governing Board during March 2019.

At the start of the school year of 2019, the academic honesty policy will be reviewed and updated in consultation with the whole staff on a bi-annual basis. Prior to policy updates, feedback will be sought from all stakeholders. The MYP Coordinator and Administration are responsible for ensuring the academic honesty policy is put into practice. Professors and administration will communicate the academic honesty policy to stakeholders.

The Programme standards and practices, as well as the guide MYP: From principles into practice, were taken into account in developing the policy.

References

*Middle Years Programme. MYP: From principles into practice, September 2017.

*Middle Years Programme. MYP: Coordinators Support Material Standard B1 Academic Honesty Policy
https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=m_0_mypxx_tsm_1609_1_e&part=3&chapter=2

Pine View Middle School Academic Honesty Policy B1 Academic Honesty Policy,
<https://pvms.pasco.k12.fl.us/wp-content/uploads/pvms/2018/12/PVMS-Academic-Honesty-Policy.pdf>

**Kid's Community College Southeast Middle School
Academic Honesty Policy Acknowledgment Form**

Dear Student and Parent/Guardian,

It is of upmost importance at Kid's Community College that our students have a high level of academic integrity. In order to ensure that all stakeholders understand our Academic Honesty Policy, please read the attached policy, sign the acknowledgement below, and return the acknowledgement to Kid's Community College Southeast Middle School. Signed forms will be housed with the MYP Coordinator.

If you have any questions about the Academic Honesty Policy, please contact the school's MYP Coordinator, Stacey O'Neill at soneill@kidscc.org.

I have read the above information about academic integrity. I understand the importance of maintaining academic integrity as well as the consequences that are associated with engaging in academic dishonesty. I understand that _____ (student's name) will be held accountable for the behavior, expectations and disciplinary consequences outlined in the Academic Honesty Policy.

Student Name (print): _____

Student Signature: _____

Parent Name (print): _____

Parent Signature: _____

Date: _____

MYP projects academic honesty form

MYP Community project/MYP Personal project

(Delete as appropriate)

Student name								
Student number								
School name								
School number								
Supervisor name								
<p>Student: This document records your progress and the nature of your discussions with your supervisor. You should aim to see your supervisor at least three times: at the start of the process to discuss your initial ideas, then once you have completed a significant amount of your project, and finally once your completed report/presentation has been submitted.</p> <p>Supervisor: You are asked to have at least three supervision sessions with students, one at the start of the process, an interim meeting and then the final meeting. Other sessions are permitted but do not need to be recorded on this sheet. After each session, students should make a summary of what was discussed and you should sign and date these comments.</p>								
	Date	Main points discussed					Signature/initials	
Meeting 1							Student:	
							Supervisor:	
Meeting 2							Student:	
							Supervisor:	

Meeting 3			Student: Supervisor:
Supervisor comment			
<p>Student declaration</p> <p>I confirm that this work is my own and this is the final version. I have acknowledged, in the body of my work, each use of the words, work or ideas of another person, whether written, oral or visual (hard copy and/or electronic materials).</p> <p>Supervisor declaration</p> <p>I confirm that, to the best of my knowledge, the material submitted is the authentic work of the student.</p>			
Student's signature		Date	
Supervisor's signature		Date	