



Marshall Middle Magnet International Baccalaureate World School Middle Years Programme Academic Honesty Policy

Philosophy:

Honesty, integrity and compassion are essential qualities of a foundation for academic excellence. Marshall Middle Magnet strives to empower students to be lifelong learners by preparing them to be active, reflective, critical thinkers ready to shape their environments, as well as, developing the virtues of honesty, integrity and strong character. Of these, honor is of great importance, for it is personal integrity and respect for others that will influence and finally determine many of one's actions and beliefs. Therefore, Marshall Middle Magnet will require all members of its school community to be honest in all endeavors.

Terminology:

- Academic misconduct – acts or behaviors that: a) misrepresent ownership of work or; b) give an unfair advantage to one student or effect the results of another student.
- Authentic authorship – a student's piece of work that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged (IB Academic Honesty 2)
- Cheating – to act dishonestly or unfairly to gain advantage, especially in a game, contest, or examination
- Collusion – supporting misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another (IB Academic Honesty 3)
- Integrity – the quality of being honest and having strong moral principles
- Intellectual property – creations of the mind - such as artistic, literary, or musical works; discoveries or inventions; designs, phrases, or symbols
- Plagiarism – representation of ideas or work that is not one's own
- School Community- includes students, faculty, staff and administration

Expectations:

Marshall Middle Magnet School uses MLA format for citations, beginning with MYP 2 students. MYP 1 students are taught the basics of citing, including examples and non-examples of citing and paraphrasing. MYP 3 students will be expected to use MLA format.

- Citation Machine <http://citationmachines.net/>
- Purdue English <https://owl.english.purdue.edu/owl/section/2/>

Responsibilities:

- **Students will...**
 - Use creativity and experience to produce original work
 - Acknowledge assistance from experts, parents, peers, teachers, etc.
 - Acknowledge (cite) sources for research
 - Seek help as needed to follow policies for academic honesty
 - Follow all instructions and rules given before and during exams and assessments
 - Report instances of academic misconduct to an adult at school or home
- **Teachers will...**
 - Provide instruction and examples in research protocols and citation of sources
 - Provide instruction in summarizing and paraphrasing of information
 - Provide age-appropriate scenarios to examine expectations put forth in the Academic Honesty Policy (see Appendix)
 - Verify authenticity of student work through student conferences and online resources
 - Provide feedback and additional instruction to students as needed
 - Provide clear and accurate instructions for exams and assessments
 - Protect the fidelity of all exams and assessments
 - Review Academic Honesty Policy with students (see Appendix)
- **Administration will...**
 - Provide support through professional development opportunities for instructional staff
 - Work with staff to effectively implement and uphold the Academic Honesty Policy
 - Investigate claims of academic misconduct in a timely and impartial fashion
- **Parents will...**
 - Provide support and encouragement for creativity in the production of original work
 - Establish expectations for integrity and academic honesty on all work
 - Exhibit interest in your child's educational experiences and assignments
 - Allow your child to independently complete projects and tasks
 - Answer questions to help clarify instructions, terminology, or expectations

References:

[MYP: From principles into practice](#)
[Academic Honesty in the Middle Years Programme](#)
[Oak Hammond Middle School Academic Honesty Policy](#)
[Pine View Middle School Academic Honesty Policy](#)
[Walker Middle Magnet School Academic Honesty Policy](#)
[Williams Middle Magnet School Academic Honesty Policy](#)

APPENDIX

Scenario examples (options to be presented and discussed with students)

Plagiarism:

- Student uses graphs, illustrations, or data in an assignment without proper acknowledgement of the source.
- Student uses text, graphs, illustrations, or data in an assignment without proper citation (i.e. using verbatim text within quotation marks).
- Students uses text from a source and translates it into another language for use in his/her work without acknowledging the source.
- Student copies a work of art without acknowledging the source.
- Student paraphrases text from a source but does not acknowledge the source.

Collusion:

- Student allows another student to copy all or part of his/her work.

Duplication of work:

- Student hands in work that is the same or very similar for two different assignments.

Misconduct during an examination:

- Student uses unauthorized material during a written or oral exam (cell phone, textbook, calculator, dictionary, etc.).
- Student disobeys instructions given on an exam (continues to work beyond time allotted, disrupts the testing environment for others, begins assessment before permitted to do so, returns to a section where time has been called, etc.)
- Student tries to communicate with other student(s) during an exam.
- Student leaves textbook, cell phone, electronic device, calculator or other unauthorized material in a bathroom or other area that could be accessed during an exam.
- Student copies the work of another student during an exam.
- Demonstration of behaviors that give an unfair advantage to a student or effect the results of another student
- Student tampers with assigned grade (hacking, accessing teacher gradebook, etc.).
- Student alters or removes the submitted work of another student.
- Student falsely accuses another student of misconduct or cheating.

Marshall Honor Code (provided to and reviewed annually with students)

Students shall refrain from academic misconduct of any kind. Living in a manner that is consistent with this code will produce a learning environment that is caring, open-minded, and principled, all necessary to the success of each student in this program. Without maintaining a high standard of honesty and conduct, the reputation of the school and the IB is compromised, and society is poorly served.

Academic misconduct/cheating includes:

- Plagiarism – representation of ideas or work that is not one's own
- Collusion – supporting misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another
- Copying homework/allowing your work to be copied
- Accepting someone's work/giving answers
- Collaboration and collusion – Throughout the Middle Years Programme at Marshall, assignments may be given that permit or require collaboration. Despite the collaborative nature of these assignments, each student will be required to submit individual work to properly assess individual knowledge and understanding of content. Collaborative learning experiences offer students the opportunity to share information, data, ideas, and discussions, but submitted work shall be comprised of individual conclusions and analysis.
- Duplication of work – presentation of the same work for different subjects or assessments
- Misconduct during an examination
- Using unauthorized cheat sheets/textbooks on assessments
- Giving out questions that are on an assessment
- Using unauthorized pre-programmed formulas/programs on calculators during assessments
- Using unauthorized electronic devices on assessments
- Disobeying instructions given by a proctor
- Unauthorized communication between students during an assessment
- Copying the work of another student on an assessment or collusion
- Demonstration of behaviors that give an unfair advantage to a student or effect the results of another student

Consequences for academic misconduct is located in Student Code of Conduct:

<https://web.hillsboroughschools.org/policymanual/detail/245>.

Review

This policy will be reviewed annually by the Pedagogical Team and revised as needed. Written in March 2021.



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- **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
- **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 and there is no 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
- **Knowledge:** understand the use of subject specific citation formats (MLA, APA, etc.) [Sunset Ridge Middle School, 2018-19]

By signing below, students pledge their honor to refrain from academic misconduct of any kind as outlined in Marshall Middle Magnet's Academic Honesty Policy. Parents agree to support their students with this endeavor as well as following the above-stated policy.

Student Signature _____ Date _____

Parent Signature _____ Date _____

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