

# Jefferson County International Baccalaureate School



## Academic Integrity Policy

### Philosophy

The JCIB faculty believes that in order for learning to be valid, students must engage in their studies honestly. When a student cheats or in any way compromises the integrity of the educational process, s/he demeans him/herself, debases the efforts of his/her peers, and degrades the value of the International Baccalaureate programme.

### IB Requirements

#### Culture

- 3.1 The school implements and reviews an academic integrity policy that makes the school's philosophy clear and is aligned with IB guidelines. (0301-03-0100)
- 3.2 The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions. (0301-03-0200)
- 3.1 The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect and responsibility. (0301-03-0300)

### General Guidelines

When students begin their JCIB experience, students work with teachers to develop shared understandings about cheating, plagiarism, and other instances of academic malpractice/dishonesty. Students are required to sign the Honor Code. Students review this Honor Code at the beginning of each school year, and the faculty reiterates the importance of academic integrity. Students are expected to do their own work; to receive help from peers, parents, or others only as is authorized by instructors; to avoid claiming as their own the words, ideas, or data of others; and to refuse to assist peers in cheating. Students are encouraged to bring the efforts of others who cheat to the attention of school officials. Teachers educate students carefully on matters of academic integrity, including engaging students in activities that clarify what constitutes plagiarism and how to avoid it and about the difference between authorized collaboration and illegitimate collusion. Teachers also understand the importance of reporting every incident of academic dishonesty to school administration. These incidents will be monitored from the office to ensure that no student has issues in multiple classes.

## **Consequences**

Students will receive a “zero” or “no credit” for an assignment attempted or completed through academic malpractice. At the discretion of the teacher, the student may be required to complete the assignment (or an equivalent) for reduced credit. Depending on the student’s history of misconduct, its intent or its severity, other action may be taken in accordance with the Jefferson County Student Code of Conduct. These consequences may include detention, suspension, or being dropped from the relevant class. In especially serious cases or for repeat offenses, students who cheat may be dropped from the IB MYP or DP program.

## **What Constitutes Academic Misconduct According to IB?**

The IB organization defines academic misconduct as behavior (whether deliberate or inadvertent) that results in or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

- Plagiarism - using the ideas or work of another person as your own, such as copying language from a book or website and not citing where it came from
- Collusion - helping someone else cheat, such as allowing your own work to be copied by another
- Misconduct- refusing to follow directions, such as taking test materials from a classroom or using prohibited electronic devices

## **What is the Difference Between Collusion and Collaboration?**

Student collaboration is a research-based strategy that is proven to increase student attention, retainment, and depth of knowledge. Student collaboration is highly encouraged if the assignments are constructed by the teacher to be collaborative in nature. However, if the teacher calls for each student to produce their own unique piece of work, then the work between each student should be just that - unique and independent. For example, if two or more students have exactly the same essay (or paragraph), this is collusion (or plagiarism), and not collaboration.

## **Intellectual Property and Authentic Authorship**

The Academic Integrity Policy clearly states the expectations of all students. This published document will provide students, teachers, faculty, and stakeholders with a clear definition of what constitutes academic misconduct and the programmatic consequences for the breach of contract. In order to maintain the integrity of the original work, it is imperative that one’s intellectual property and authentic authorship be recognized appropriately. The intellectual property of others will include literature, art, music, and written expression and is to be respected and used within the boundaries of the law.

## **Examples of Conventions for Citing and Acknowledging Original Authorship**

Standard English grammar is expected and MLA is our standard bibliographic style, although

some subject areas choose to use Chicago, Turabian or APA for special circumstances in the DP years. All MYP students at JCIB will use MLA to cite information from other sources in their writing for years 1-5. Modern Language Association (MLA) is a type of citation format that is used to document sources that are utilized for academic writing. It consists of both in text citations and a works cited page. Listed below are examples with MLA's citations and formatting.

### MLA In-Text Citations Examples

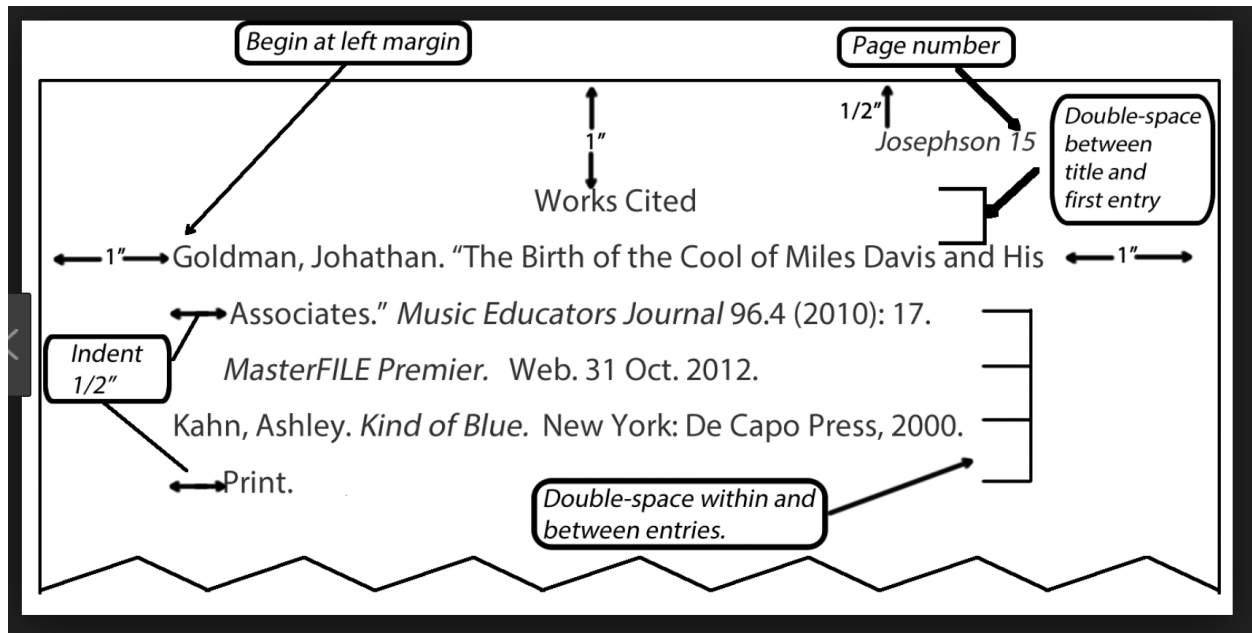
To cite a direct quote, copy the quote using quotation marks then, in parentheses, list the last name of the author and page number OR mention the author's name in the sentence, copy the quote using quotation marks and list the page number in parentheses.

Examples:

"Customized learning modules would allow for expanded student engagement" (Nash 200).

According to Nash, "customized learning modules would allow for expanded student engagement" (200).

### MLA Works Cited Page Example



# Jefferson County International Baccalaureate



## Honor Code

### Philosophy

All students enrolled in Jefferson County International Baccalaureate School must adhere to the learning policies and guidelines set forth by IBO, as well as develop and value the ten attributes of the IB Learner Profile. One of the cornerstones of the profile is that students must be principled, acting with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. Students must assume responsibility for their actions and recognize those consequences. When a student cheats or in any way compromises the integrity of the educational process, s/he demeans her/himself, debases the efforts of her/his peers, and degrades the value of the school. This philosophy assists students in becoming informed, principled, and responsible members of local, national, and global communities.

### General Guidelines

Students are expected to do their own work. They may receive help from peers, parents, or others as authorized by instructors. They must avoid claiming as their own the work, ideas, or data of others. Additionally, they must refuse to assist peers in cheating. ***Students are also encouraged to bring the efforts of others who cheat to the attention of instructors or other school officials.***

Teachers are responsible for guiding and supporting students in the development of academic honesty. They will engage students in instructional activities which will enhance their understanding of what constitutes academic honesty versus academic malpractice, including plagiarism and how to avoid it and about the differences between authorized collaboration and illegitimate collusion. This will assist students in developing the positive behaviors they will need to demonstrate clearly that they can complete their work carefully, honestly and authentically.

All available current technological resources including Turnitin.com, Google Classroom, other computational search engines, and IBO recommendations will be utilized by JCIB instructors and administrators to help ensure learner compliance with the academic honesty policy.

## Examples

No set of examples can be exhaustive. The following list provides an indication of the kinds of behaviors that constitute academic dishonesty.

1. *Copying another student's work for an assessment.* Students must not look at the answer sheets of others or copy another student's homework.
2. *Using cheat sheets, unauthorized tools, or other aids during an assessment.* Students must bring into exam settings only those items which are specifically authorized by the instructor. If calculators are permitted, only authorized programs are allowed. *Unauthorized use of electronic devices is strictly prohibited.*
3. *Willfully allowing one's own work to be copied or otherwise sharing answers during an assessment.* Students are expected to take precautions to decrease the chances that someone else will cheat off of their work or their tests.
4. *Giving or receiving advance knowledge of an assessment.* Students must not discuss the specifics of any assessment with others who have not yet taken the test. A student saying, "That was a hard test, and I'm glad I studied" is not cheating. A student who says, "There was a question comparing Hitler and Stalin" is helping someone else cheat.
5. *Plagiarizing the work of others.* If a student uses the precise words, general ideas, or data of another student or from other sources, that work must be appropriately and specifically acknowledged. Students are urged to pay close attention to the instruction they receive regarding citation of sources. A bibliographic entry that refers to a specific source (without a corresponding internal citation or footnote) is not necessarily sufficient to protect a student against charges of plagiarism. Because intellectual property is the life-blood of academic pursuits, the IBO and JCIB take very seriously this form of dishonesty. Ignorance of guidelines about citation of sources is not an excuse. When in doubt, students must ask for clarification.
6. *Allowing another person to do one's work.* Getting general help from others is usually acceptable. A peer or parent may offer general feedback or assist in mastering skills or reviewing content. Students should not permit peers or parents to do specific problems, plan projects, write essays or portions of essays, or otherwise do their work for them. As in the case of Example #5 above, when in doubt, students must ask their instructors for clarification.
7. *Falsifying or willfully misrepresenting data.* Students agree that data which are submitted as part of experiments, lab write-ups, problem-sets, etc., have been collected honestly and appropriately, given the requirements of the assignment.

## Consequences

Students suspected of academic malpractice will be referred to the JCIB administrator for disciplinary action. Appropriate disciplinary measures will be taken based on the seriousness of the misconduct, including, but not limited to, receiving a score of "zero" on assignments attempted or completed through the use of academic malpractice. In addition, the severity of the offense could result in ultimate expulsion from JCIB and/or revocation of the IB Diploma.

MYP Year 1: \_\_\_\_\_ Date: \_\_\_\_\_

MYP Year 2: \_\_\_\_\_ Date: \_\_\_\_\_

MYP Year 3: \_\_\_\_\_ Date: \_\_\_\_\_

MYP Year 4: \_\_\_\_\_ Date: \_\_\_\_\_

MYP Year 5: \_\_\_\_\_ Date: \_\_\_\_\_

DP Year 1: \_\_\_\_\_ Date: \_\_\_\_\_

DP Year 2: \_\_\_\_\_ Date: \_\_\_\_\_