



## Monterey High School Academic Honesty Policy

### *International Baccalaureate Middle Years Program*

#### Guiding Philosophy

- In alignment with the International Baccalaureate, Monterey High School encourages students to have an inquiring thoughtful mind, to take responsibility for their own principled learning, to develop original ideas, to demonstrate their knowledge, and to cite appropriate sources used to develop original ideas properly.
- According to IB, “Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment.” It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role-modeling, and taught skills (MYP: [From Principles into Practice, 2014](#)).
- Therefore, given these philosophical guideposts, this policy seeks to accomplish the following:
  1. Provide common definitions of terms related to academic honesty.
  2. Establish roles and responsibilities of relevant stakeholders, including students, teachers, administrators, families, and community members.
  3. Provide resources for the practice of academic honesty and the prevention of academic dishonesty (referred to hereafter as “academic misconduct”).
  4. Detail consequences resulting from academic misconduct.

#### Academic Definitions

- **Academic Honesty:** This quality “connects with the IB learner profile, which is the IB mission translated into a group of learning outcomes for today’s students, and links to students developing competencies in self-management, research, and communication” (IB, *Moulding Years of Principled Action*, 2014).
- **Academic Misconduct:** Academic misconduct is generally defined as any action or nonaction by a student that gives the student or another student an unfair advantage. Academic misconduct includes:
  - **Plagiarism:** Taking and submitting of work, words, ideas, pictures, information, or anything that has been created, produced, or promoted by someone else, without properly crediting the source of the information.
  - **Collusion:** Deliberately allowing their own work to be copied or submitted, thus supporting the misconduct or dishonesty of another student. Examples include students *providing* their own work for other students to copy, or *allowing* partners or groups to do an unfair amount of work on a project and then submitting the project for evaluation as if they had done an equal share of the work.



- **Copying:** Taking the work of another student, with or without consent and submitting it as one's own. Also includes allowing one's own work to be copied by others and then submitted under another student's name for evaluation.
- **Unfair advantage during exams:** Using any unauthorized material during an examination, either in the classroom or for an IB Middle Years Program and/or Diploma Program certification, copying or uncredited paraphrasing during an exam, communicating within 24 hours about the content of an exam.
- **Dishonest reporting:** Fabricating research data or falsification of any signatures, grades, projects, community service requirements, or any part of the IB Diploma Programme Creativity, Activity, Service records.

## Roles and Responsibilities of Students

It is the student's responsibility to ensure the integrity of all work and to understand what is an offense against academic honesty.

MHS teachers and students agree that academically honest students **DO:**

1. Know what constitutes academic honesty and academic dishonesty.
  2. Complete their own work, making it personal and writing using their own "voice."
  3. Acknowledge resources used and help from parents/guardians, other students, and friends, when appropriate.
  4. Allow themselves time to do the work properly.
  5. Submit work that is authentic as part of the e-Portfolios and personal/community projects.
  6. Notify staff members if they have direct knowledge of other students' academic dishonesty.
  7. Understand how the IB Learner Profiles are reflected in the MHS Academic Honesty Policy. i.e. *Principled* individuals are *Knowledgeable, Inquiring Thinkers* who understand and respect intellectual property rights and strive to develop skills that enable them to navigate academic situations and assignments with integrity.
- **Citations:** Whenever using work, words, ideas, pictures, information or anything produced by someone else, academically honest students will cite the original creator or source instead of submitting it as our own work. Students should properly acknowledge all sources used when submitting assignments. Paraphrased or summarized ideas of other persons should be acknowledged.



- **Original work:** All words, ideas, pictures, information or anything else submitted must be original work or must follow proper citation guidelines. Student assessments (both internal and external) should be the student's original work. Students will review all work before submission to check that all sources have been acknowledged.

## **CCSS.ELA-LITERACY.WHST.9-10.8**

Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation. At Monterey High School, the standard format for citation used is MLA.

- **Collaboration:** The names of all collaborators is written on the assignment and/or a self-reported rubric naming the division of work completed by each collaborator to ensure equal and fair collaboration.
- **Technology:** Technology should be used as a tool and/or reference resource at approved times and in an appropriate manner.

## **Roles and Responsibilities of Teachers**

- Teachers review this Academic Honesty Policy with students, including definitions, shared and specific responsibilities, and consequences. During this review, teachers should solicit input from students as to how best to promote authentic and honest learning.
- Teachers work together with students and families to promote authentic inquiry, original ideas, academic integrity, and an understanding of and appreciation for fairness and personal responsibility.
- Teachers guide students toward effective research skills, proper paraphrasing strategies, and MLA formatting and citation guidelines.
- Teachers model and support proper research skills, electronic and otherwise, including validity of Internet sources and proper citation.
- Teachers foster an understanding of intellectual property and how academic misconduct can occur if intellectual property rights are compromised.
- Teachers approach both academic honesty and academic misconduct positively, with an opportunity for students to learn from their misconduct.



- Teachers communicate consequences with students and families, should academic misconduct occur, and make appropriate use of MHS disciplinary reporting system to communicate violations to administration.
- Teachers collaborate consistently to review this policy for revision and discuss strategies to promote academic honesty and authentic inquiry.

## **Roles and Responsibilities of Administrators**

- Administrators work with staff and students to create an academic environment focused on authentic learning, inquiry processes, and a common understanding of personal and professional responsibility with continued use of the Five Essential Practices, cognitive coaching, learning walks and instructional rounds, collaboration, and formal evaluations.
- Administrators provide guidance for staff and students when academic misconduct occurs and take proper actions (detailed below in Consequences of Academic Dishonesty).
- Administrators communicate with families and students regarding consequences of academic misconduct, in accordance with this document and MPUSD Board Policy.
- Administrators collaborate regularly with MHS staff and students to revise this Academic Honesty Policy, based on a common understanding of timely research and relevant policies (those developed by the IB, district, site, etc.).

## **Roles and Responsibilities of Family and Community**

- Families are encouraged to review the Academic Honesty Policy with students.
- Families are encouraged to promote and support authentic learning, inquiry, and academic integrity with their student(s).
- Families are encouraged to share ideas and discuss academic work and projects with students. Appropriate help and support from the familial community is encouraged.
- Families are encouraged to promote realistic academic performance expectations for their student(s), with an understanding of the expectations and rigor of the IB Middle Years Program and the increased pressure students often experience during adolescence.
- Community partners are encouraged to promote original ideas and authentic inquiry for all student work outside the school setting (i.e. internships, community service, MYP projects, etc.).

## **Consequences of Academic Dishonesty on Assignments and Assessments**

- Academic dishonesty referrals are cumulative throughout a student's years at MHS, as all instances of misconduct will be documented in the disciplinary reporting system.
- To correct behavior, a conference will be held between the student and teacher per each occurrence.



In All Instances of Academic Dishonesty:

- A conference will be held between the student(s) and teacher.
- Students will receive a “0” on the assignment or exam. In cases of collusion, both the receiver and the lender will receive a “0.”
- Parent/guardian contact will be made.

First Offense:

- Student(s) will attend a Saturday Academy with reflection opportunities.

Second Offense:

- Student, parent, teacher, administrator conference.
- Saturday Academy with reflection opportunities.

Third, Fourth, and Subsequent Offenses:

- Student, parent, teacher, administrator conference
- Suspension

\*In the instances of *serious* academic misconduct, including but not limited to cheating on an exam or plagiarism, **part or all of the consequences as outlined below may be implemented.**

\*Please refer to all other MHS and MPUSD Policies & Documents for extenuating circumstances

This policy was developed on 3.14.17 by two veteran Language and Literature teachers at Monterey High School, the school digital media specialist, the IB Coordinator and reviewed and revised by a full TEAM staff committee facilitated by ILT members.

### Works Cited

- IB, *Moulding Years of Principled Action*, 2014
- International School of Monterey, *Academic Honesty Policy*, 2014
- IB, *How to Write an Academic Honesty Policy*
- San Jose High School, *Academic Honesty Policy*, 2012