**Overview:**

The Chicago Public School District (CPS) and the International Baccalaureate Organization (IBO) hold students to the highest standard with regard to academic honesty. Both organizations have been taken into consideration in the creation of the Agassiz Academic Honesty Policy.

MYP students and parents are expected to review and adhere to the policy. Every student is responsible for returning the signature page, which is the last page of this document.

**Aim of the Academic Honesty Policy:**

This policy aims to define what is academic honesty and outline the consequences for academically dishonest behaviors.

**IB Learner Profiles:**

IB MYP students at Agassiz are expected and required to follow academic integrity and in doing so, will exhibit the following IB Learner Profiles:

**Reflective -** Students will review work and make revisions as needed.

**Knowledgeable -** Students will transfer and utilize the skills they are taught with regard to finding reliable sources, note-taking, and other aspects of the inquiry process.

**Principled -** Students will act with integrity and honesty related to inquiry artifacts and assessments.

**Communicators -** Students will ask for clarification if there is confusion about any aspect of the inquiry process.

 **Academic Honesty:**

Each student will demonstrate integrity with regard to the planning and implementation of inquiry projects through the original use of previous research. Instructors will facilitate the understanding and practice of “Integrity” at the beginning of the school year and at the onset of each project and assessment. Honesty will be demonstrated through the ethical use of existing research used in establishing inquiry-based learning activities and projects within each unit of study. Academic honesty will be evident in all artifacts and interactions by the students of Agassiz Elementary School.

Maintaining academic honesty is the surest path to success in high school and beyond. Academic honesty and student integrity are guided by the following documents:

- Chicago Public Schools Student Code of Conduct

- Academic Honesty in the IB educational content (2014)

- MYP From Principles into Practice

**Academic Misconduct:**

*The IB Organization defines academic misconduct as behavior that results in an unfair advantage in school work. Academic misconduct is a breach of these regulations and includes, but is not restricted to, the following:*

**Plagiarism—**this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without permission.

**Collusion—**this is defined as supporting academic misconduct by another student.

**Duplication of work –** this is defined as presenting someone else’s work as your own.

**Any other behavior that gains an unfair advantage for a student.**

The vast majority of Agassiz students demonstrate academic integrity in every way. The following examples help to set appropriate expectations regarding what constitutes academic misconduct. Please note that these are only examples, not an exhaustive list, of academic misconduct according to IBO and CPS.

|  |  |
| --- | --- |
| Plagiarism* *Claiming someone else’s work or ideas as your own*
* *Not citing sources in MLA style*
* *Using copyrighted images or other media without explicit permission from the creator*
 | Collusion* *Lending your homework to someone else and allowing it to be copied*
* *Sharing the work you have completed with someone else on an individual assignment*
* *Planning individual work in part or in its entirety with another person/group*
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| Duplication of Work* *Falsifying any documents*
* *Copying someone’s work*
* *Copying another person’s test*
 | Other* *Talking to other students during an exam*
* *Looking at notes during an exam that is not open-book*
* *Falsifying a letter grade on a paper*
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**Collusion vs. Collaboration**

Collaboration is encouraged at Agassiz, but students need to be aware of the difference between collaboration and collusion. When a teacher assigns a group project, there are elements that can and should be done together. However, if there is an individual portion of the assignment, it should be the student's own words and work--not identical to other group members'.

**Further Support for Encouraging Academic Honesty**

In cases where they do not complete authentic work, students will be given access to the Academic Honesty mini-course in order to compare their work, and work habits to those outlined in the tutorial. Prior to redoing the assignment, students will also be given the opportunity to review Approaches to Learning (ATL) skills and conference with their teacher. In those cases where they continue to have difficulty following the Academic Honesty guidelines, students will have access to continued support. The International Baccalaureate Coordinator (IBC) will be available for further review of ATL skills related to their struggle and any other obstacles students face in their quest towards academic honesty. In all cases, parents will also be included in this counseling team to provide a link for assistance outside of the school.

**Staff Responsibilities**

We, staff, will:

 \*Have a clear and consistent overview of research skills and information literacy

 \* Teach appropriate research, writing, and note-taking skills

 \*Communicate expectations to students at the beginning of and throughout each year

 \*Read and abide by the academic honesty policy

 \*Address any issue of academic dishonesty to first, the student, next, the parent or guardian, and finally to the IBC or administration

**Student Responsibilities**

We, students, will:

 \*Give credit to our sources for information, images, and other materials

 \*Read and abide by the academic honesty policy

 \*If questioning our own practice in regard to academic honesty, ask an adult for clarification.

**Parent/guardian Responsibilities**

We, parents, will:

 \*Help our children when needed

 \*Encourage our children to develop good study habits and have a sense of pride in their own work

 \*Read and discuss with our children the academic honesty policy in its

 entirety

 \*Sign and return the summary page

**Citing Original Work:**

Agassiz students are taught to cite using the MLA format (Modern Language Association). All MYP teachers will require this format when asking students to write a research paper or create a research project. Below are examples of how to cite common sources of information. The examples below and further types of MLA citation can be found at [www.studyguide.org](http://www.studyguide.org). MLA citation guides can be purchased at MLA.org.

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| --- | --- |
| Gorman, Elizabeth. *Prairie Women.* New Haven: Yale University Press, 1986. | Book, one author |
| Cannon, Angie. "Just Saying No to Tests." *U.S. News & World Report.* Oct. 1999: 34. | Magazine |
| Schrock, Kathleen. "Digital Gadgets." *Kathy Schrock's Guide for Educators*. 20 February 2002. Discovery Channel. 11 March 2003. <http://school.discovery.com/schrockguide/gadgets.html>. | Web Page |

**Communication of Policy:**

The following are ways Agassiz will communicate the Academic Honesty Policy to its community:

* Teachers will discuss the policy with their students the first quarter of school
* The librarian will refer to the policy when teaching research skills to students
* Parents will be given an overview of the policy at curriculum night
* The IBC will share the policy with the governing body
* The policy will be available on the school’s website

**Review of Policy:**

The academic honesty policy committee will reconvene every year to review the policy with student input. (*Updated 11/1/2017*)