

Lawton Chiles Middle Academy IB Middle Years Programme



Academic Honesty Policy

Revised May 2016

Purpose & Mission Statement

A. Purpose

Lawton Chiles Middle Academy is committed to academic honesty and ensuring that students become principled learners who are equipped with fundamental citation skills. The purpose of this document is to communicate clear expectations to all stakeholders as well as provide resources for our students and teachers to utilize.

B. Mission Statement

We are an internationally-minded community committed to fostering curious minds in an educational environment that produces resilient, respectful and empathetic students, empowering them to exemplify academic integrity and exhibit responsiveness to our ever-changing global community.

Role of Stakeholders

To ensure the effectiveness of this policy, every member of the LCMA community is a stakeholder who plays a vital role with implementation. Teachers, students, parents, counselors, support staff, and administration will all be required to follow the policy. Students will need to review this policy and develop an understanding of how to avoid academic dishonesty. They need to advocate for themselves to inquire and ask questions when they need assistance with referencing. Teachers are responsible for implementing the policy and helping students obtain basic citation skills. They need to be a role model in their classroom and ensure they follow proper referencing practices. Support staff and administration will be responsible for holding students and teachers accountable as well as providing a consistent, safe environment for students to practice authentic authorship. Parents also play a vital role in the implementation of this policy by helping students understand the expectations and importance of academic honesty.

Terms Related to Academic Honesty

A. Academic Honesty

Academic honesty is defined as a set of values and skills that promote personal integrity and good practice in learning and assessment. It promotes the principle learner profile and encourages students to produce authentic authorship. Students at LCMA will be encouraged to promote their own ideas and use proper Modern Language Association (MLA) citation.

B. Collaboration

Collaboration is defined as cooperative work with other students on intellectual task. Lawton Chiles Middle Academy promotes collaboration as it is a 21st century skill students need to

develop. It is expected that as students work in collaborative groups, they practice ethical behaviors and promote academic honesty. Students are only to work collaboratively when instructed to do so. They also need to ensure they implement individual and group responsibilities. One student should not be completing the majority of the task.

C. Citation

A citation is a quotation form or reference to a book, paper, or author, especially in a scholarly work.

D. Summary

A summary is a comprehension and usually brief abstract, of previously stated facts or statements.

F. Reference

To reference is an act or instance of referring.

G. Bibliography/Works Cited

A bibliography is a complete or selective list of works compiled upon some common principle as authorship, subject, or place of publication.

H. Paraphrasing

Paraphrasing is a restatement of a text or passage giving the meaning in another form, as for clearness; rewording.

Forms of Malpractice

E. Cheating

Cheating is defined as the act of using an authorized answer for an advantage in an assessment, homework or classroom situation. Examples of cheating include: copying another student's work, copying answers on a test, using notes during a test when instructed not to.

F. Collusion

Collusion is defined as promoting another student to practice academic dishonesty. This occurs when a student allows others to copy from their tests or assignments.

G. Plagiarism

Plagiarism is defined as representation, intentionally or inadvertently, of the ideas, words or work of another person without proper acknowledgment.

H. Paraphrasing

Paraphrasing is defined as using another person's ideas or works. Although paraphrasing is an acceptable way to source referenced material, it requires proper acknowledgment through citation. Paraphrasing usually occurs when the author's idea or words are rearranged into a smaller format, or clearer statements.

Consequences of Academic Dishonesty

First Offense: Students will receive a KIT card mark and parents will be notified. They will have the opportunity to redo the assignment for half credit

Second Offense: Students will be required to serve a detention and receive a zero for the assignment. All stakeholders will be notified and the guidance counselor will schedule a parent conference with the teacher.

Third Offense: Students will receive a zero for the assignment and receive a referral. All stakeholders will be notified and a conference with administration will be scheduled. Depending on the severity of the malpractice, further sanctions will be determined at the conference.

Citation Examples: MLA Format

A. Book

Author (Last,First M.). Title. City of Publication: Publisher. Date of publication.

Smith, Adam. *The Purple Dress*. Boston: Pearson, 2010

B. Website with author

Author (Last, First M.) "Article Title." Website Title. Website Publisher, Date Published. Website. Date website was accessed.

Smith, John. "Florida Historic Locations." *Visit Florida*. USA Travel, 2012. www.visitflorida.com. 20 April 2016.

Citation Checklist

Documentation checklist	
When you have used an author's exact words, have you put "quotation marks" around the quotation and named (cited) the original writer?	
(If you indent your quotation(s), quotation marks are not needed, but the author must still be cited; have you cited your indented quotations?)	
When you put someone else's thoughts and ideas in your own words, have you still named (cited) the original author(s)?	
When you use someone else's words or work, is it clear where such use starts—and where it finishes?	
Have you included full references for all borrowed images, tables, graphs, maps, and so on?	
Print material: Have you included the page number(s) of print material you have used (especially important with exact quotations)?	
Internet material: Have you included both the date on which the material was posted and the date of your last visit to the web page or site?	
Internet material: Have you included the URL or the DOI?	
For each citation in the text, is there a full reference in your list of references (works cited/ bibliography) at the end?	
Is the citation a direct link to the first word(s) of the reference?	
For each reference in the list of references (works cited/bibliography) at the end, is there a citation in the text?	
Do(es) the first word(s) of the reference link directly to the citation as used?	
Is your list of references (works cited/bibliography) in alphabetical order, with the last name of the author first?	

Works Cited

International Baccalaureate Organization. *Academic Honesty*. Cardiff: International Baccalaureate Organization, 2011.

International Baccalaureate Organization. *MYP: From Principles into Practice*. Cardiff: International Baccalaureate Organization, 2008.