

# Willows Preparatory School



IB MYP Academic Honesty Policy

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**International Baccalaureate World School**

**Middle Years Programme**

## **Academic Honesty Policy, 2019-20**

### **Mission and Purpose Statement:**

Willows Preparatory School, in cooperation with families and the greater community, aims to foster a worldly perspective, innovation, and integrity in all students. Our dynamic, inquiry-based learning environment inspires and empowers our diverse student body in order for all learners to become compassionate, global citizens.

### **MYP Standards and Practices:**

Standard B1.5d:	The school develops and implements policies and procedures that support the programme – The school has developed and implements an academic honesty policy that is consistent with IB expectations.
Standard C2.10	The written curriculum integrates the policies developed by the school to support the programme
Standard C3.4:	Teaching and learning promotes the understanding and practice of academic honesty
Standard C3.12:	Teaching and learning develops student attitudes and skills that allow meaningful student action in response to students own needs and the needs of others.
Standard C3.16:	Teaching and learning develops the IB learner profile attributes.
Standard C4.4:	The school provides students with feedback to inform and improve their learning.
Standard C4.8:	The school provides opportunities for students to participate in, and reflect on, the assessment of their work.

### **Academic Honesty Policy:**

Students are expected to demonstrate all traits of the IB Learner Profile, which encourage and support the development of the whole student both in school and beyond the classroom environment. The trait of principled in particular is extremely relevant to creating authentic student work and promoting personal integrity in the learning process.

Academic honesty is awareness and acknowledgement of personal responsibility for producing one's own original work, and recognition for the work of others. This includes

maintaining trust and honor in the academic learning environment, and is understood to be influenced by external factors such as peer pressure, culture, parental expectations, and role modeling.

Teachers model and guide students on how to accurately credit sources in a variety of mediums, such as research projects, brochures, posters, presentations, essays, etc. Students are encouraged to practice independent decision making and learning, and are responsible for seeking assistance from teachers if they are uncertain of the process of citing sources accurately.

In order to support and enforce the Academic Honesty Policy at Willows Preparatory School, it is necessary to clarify behavior that does not meet expectations of responsible academic practices. The following is by no means an exhaustive list of examples of academic dishonesty, but provides a better understanding of the expectations of behavior at Willows Preparatory School.

### **Examples of Academic Dishonesty:**

#### **Plagiarism**

Plagiarism is directly copying or closely imitating language/ideas/work from another source without crediting the original author or having authorization to use their work as your own ideas.

- Copying direct information/quotes from a printed source (book, article, magazine, etc.) or website without using quotation marks, citations, or reference
- Not identifying sources of nonverbal work (photo, painting, dance, musical composition, etc.) that you have derived your work from
- Copying an image, audio, video, presentation without proper citation or reference
- Copying work from another student without the other student's knowledge and submitting it as original work

#### **Collusion**

Collusion is supporting academic dishonesty by allowing others to access or copy work and be submitted as their own original work. Teachers must be clear about communicating assignment guidelines to help clarify the difference between collusion and collaboration.

- Deliberately assisting another student in a dishonest practice on an assessment.
- Doing homework or other assignments for another student
- Presenting work as an equal collaboration when the contributions of each group member were significantly unequal
- Sharing completed work with students who take a course in the future
- Revealing information about assessment questions and content with other students

## **Duplication**

Duplication of work is submitting the same work or paper that was previously created for a different subject area, assessment, or curriculum component without informing the teacher that the same exact assignment is being resubmitted.

## **Unfair Practice**

Students will be held accountable for any action that creates an unfair academic advantage. When a student attaches their name on any assignment, they acknowledge that they are submitting it as their own original work.

- Falsifying or altering records/data that has not been collected accurately
- Forging a parent/guardian signature
- Sharing passwords to use unauthorized material
- Impersonating another student, teacher, staff member, etc.
- Misconduct during assessments/exams
- Disclosing information about assessments

## **Consequences**

Should there be a suspected case of academic dishonesty (examples of which are provided above) the class teacher will first discuss this with the appropriate administrators and the MYP coordinator.

Appropriate consequences will be administered within the discipline protocol of WPS, and will be based on frequency and recurrence of incidents. The following is a not sequence of escalating consequences, these approaches are aimed at improving continuity and understanding with respect to the serious nature of academic honesty. These consequences are administered at the discretion of the teacher and administrative team, they could include but are not limited to:

- Students will be asked to discuss their work with the teachers and administrative team in order to ascertain their thought process and decision making with regards to an individual assignment.
- Students will be reminded of the policies and requirements for academic honesty and then given an opportunity to reflect on their recent work and resubmit should they feel it necessary. In these cases, full credit is often available for resubmitted work.
- Individual students may be required to resubmit an original assignment for reduced credit or, upon a repeated offence, receive "zero" credit for an assignment where academic honesty was not acknowledged.
- In some extreme cases "zero" credit will be given for any given assignment without the opportunity to reflect or resubmit the assignment.

We take the issue of academic honesty incredibly seriously at Willows Preparatory School, all students and parents are invited to ensure their questions or queries regarding this policy are answered by the Head of School or MYP Coordinator.