****

**Campus International School**

**Academic Honesty Policy**

**2016-2017**

The community of Campus International School is firmly committed to the development of the IB Learner Profile.   Academic honesty and integrity are an important part of this development.  We work to develop knowledgeable and principled leaners who demonstrate these qualities at all times. “Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. (Academic honesty in the IB, 2014).

Our academic honesty policy reflects our commitment to the development of the learner profile and the skills outlined in the Approaches to Learning. This document also supports the Cleveland Metropolitan School District policy and the rigorous standards of the IB.   Teaching and learning at CIS encourages and supports students to become independent learners and promotes the understanding and practice of academic honesty.  Creating a culture of academic honesty is the responsibility of all stakeholders. This policy outlines the roles of teachers, parents and students in teaching and supporting academic honesty.  Academic honesty and misconduct are defined here in accordance with CMSD policies and the high standards articulated by the IB.

The academically honest student creates authentic and original work based on research and properly acknowledges and cites all outside sources using MLA format or other appropriate referencing based on student development.  Students also acknowledge all contributions to their work and collaborate with integrity.  Collaborative work may have joint authorship and common elements, while work submitted by an individual should not share commonalities with the work of others. Students are expected to complete their own work and seek help or ask questions when needed to complete their assignments.

We expect families to honor and reinforce this policy when working with children at home.  Parents should encourage the development of the Learner Profile, as students develop character. We ask that parents help direct students in locating information when needed and encourage them to ask questions and seek help at school and take advantage of the many resources available.

Teachers will promote and teach academic honesty through the learner profile and attitudes along with in depth development of the ATL’s, particularly Research and Collaborative skills.  These skills are embedded in units of inquiry throughout the PYP and MYP, following a developmental progression that scaffolds student learning. Teachers and the school community model academic honesty and encourage the principled use of resources that properly acknowledges and cites the work of others. The following methods or strategies will be taught:

* **Paraphrasing**-the rewording of a text to give meaning
* **Summarizing**-a concise restating of a body of work
* **Collaboration**-working together on a common aim with shared information that is open and cooperative and does not allow for one’s work to be copied for assessment purposes
* **Citing Works**-procedures to cite and acknowledge original authorship as assigned by the teacher: ex-APA, MLA, etc.
* **Notification**-notify authority figure of any academic dishonest conduct
* Proper citation using MLA format and will be provided with examples and resources to use when citing their work.

The IB defines academic misconduct as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components (*MYP From Principles to Practice*,2014).

The Cleveland Metropolitan School District Student Handbook defines academic misconduct in the following ways:

* Taking and using the writings and ideas of another and deceptively submitting them as one’s own work in satisfying a school assignment
* Signing the name of another person for purpose of defrauding school personnel
* Cheating on examinations

Using IB Guidelines and other sources, Campus International School further defines academic misconduct with more specificity to include

* **plagiarism**—the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
* **collusion**—supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another
* **duplication of work**—the presentation of the same work for different assessment components
* **cyber cheating**-using prohibited electronic devices to copy, scan and transfer unauthorized information
* **sabotage**-the act of preventing others from completing their work
* any other behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections).

In accordance, with CMSD handbook, academic misconduct is considered a Level 1 offense and may be handled in the following ways

* Detentions and/or referrals to the planning center.
* Teacher conference (with student alone or with parent, guardian or legal custodian);
* Principal conference (with student alone or with parent, guardian or legal custodian);
* Parent/guardian contact by telephone

MYP students and parents will be asked to acknowledge their understanding of the school policy and their personal commitment to integrity in academic activities.

**References:**

International Baccalaureate. (2014). Academic honesty in the IB educational context. Retrieved from <http://www.ibo.org/globalassets/digital-tookit/brochures/academic-honesty-ib-en.pdf>

International Baccalaureate. (2014). MYP: From principles to Practice. Retrieved from

<http://occ.ibo.org/ibis/occ/Utils/getFile2.cfm?source=/ibis/occ/home/subjectHomeMYP.cfm&filename=dSpace%2Fen%2Fm_0_mypxx_guu-nc_1405_3_e%2Epdf>

****

**Oath of Academic Honesty**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am committed to upholding the Academic Honesty Policy of the Campus International School. We are a community that works with integrity and I will refrain from all forms of academic dishonesty. As a member of the school community, I will report any knowledge I may have about a student who has violated the Honesty Policy.  I understand that it is part of my responsibility as a Campus International student to remain principled and uphold high standards of academic honesty at all times.

I understand the definitions of academic honesty and academic misconduct and am aware of the consequences for academic misconduct.

**By signing below I agree to the Academic Honesty Policy as stated.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature**