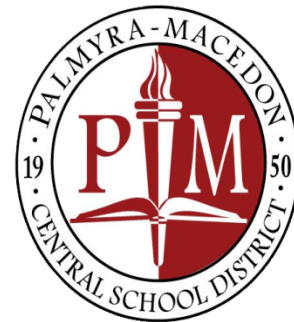


**Palmyra-Macedon Central School District**  
**IB Middle Years Programme Academic Honesty Philosophy**



**Vision**

Ready

**Mission**

All students will receive a world-class, relevant education.

**Academic Honesty Philosophy**

The Palmyra-Macedon Central School District is committed to providing a learning environment where students receive quality educational services. Responsible behavior on the part of students, staff, parents, and other visitors is essential to achieving this goal. The district's Pal-Mac Way initiative emphasizes respect, caring, citizenship, and responsibility.

The implementation of the IB Learner Profile at Pal-Mac will help students embrace the spirit of the IB, actively engage in creating a set of values for themselves, and demonstrate that the positive character traits emphasized by the Pal-Mac Way have value on both a local and an international scale. As stated in the IB Learner Profile, "all members of the IB community must strive to be 'principled,' acting with 'integrity and honesty, with a strong sense of fairness, justice, and with respect for the dignity and right of people everywhere.' IB students must understand academic honesty and avoid any form of academic misconduct" (*MYP: From principles into practice, p. 38*).

This policy specifically addresses Academic Honesty, Collusion, Plagiarism, Intellectual Property, and Student Responsibility.

**Academic Honesty**

Academic honesty means the use of one's own thoughts and materials in the writing of papers, taking of tests, and other academic work. Students at Palmyra-Macedon are expected to work within the expectations of the classroom teachers to complete tasks and fully cite or reference intellectual property. Students who assist other students to plagiarize, copy, or complete work that falsely represents the contributions of an author share equal responsibility.

## **Collusion**

Collusion may be defined as allowing others to copy or use your work to turn in as their own without the teacher's permission. Students working collaboratively must contribute equally if all group members submit their names and take credit for the work submitted.

## **Plagiarism**

Students are expected to give full credit (citations) for copied, adapted, and paraphrased material including images, maps, charts, tables, data sets, musical compositions, movies, translators, computer source codes, and song lyrics. Intentional or unintentional use of another's work without proper, clear, and explicit acknowledgement is considered plagiarism.

There are four common forms of plagiarism:

1. The duplication of an author's words without quotation marks and accurate references or footnotes.
2. The duplication of an author's words or phrases with footnotes or accurate references, but without quotation marks.
3. The use of the author's ideas in paraphrase without accurate references or footnotes.
4. Submitting a paper in which exact words are merely rearranged.

## **Intellectual Property**

Intellectual Property refers to work that is "owned" by someone as is the case with patents, registered designs, trademarks, moral rights, copyrights, and intellectual and creative expression.

## **Student Responsibility**

All Palmyra-Macedon Central School District students have a responsibility to:

- contribute to maintaining a safe and orderly school environment that is conducive to learning
- demonstrate respect to other persons and to property, intellectual and/or physical
- be familiar with and abide by all District rules, policies, and regulations dealing with student conduct and academic honesty
- attend school every day unless legally excused
- be in class, be on time, and be prepared to learn
- work to the best of their abilities in all academic and extra-curricular activities
- strive toward their highest level of academic achievement
- comply in a respectful and positive manner to direction(s) given by school personnel

## **Consequences of Academic Misconduct**

Violations of the Honor Code will be handled in accordance with written teacher policy, recorded, and considered a disciplinary matter to be generally handled as follows:

- 1st offense: Parent/counselor/coordinator conference and loss of credit for the work
- 2nd offense: Parent/counselor/coordinator/assistant principal conference, loss of credit for the work, and appropriate building disciplinary action.

### **Processes and Procedures which Support the Development of Academic Integrity and Information Literacy**

The Palmyra- Macedon Central School District is committed to academic and intellectual integrity and information literacy. Processes and procedures which support this focus include:

- library media specialist meets with all students annually to review:
  - academic honesty
  - collusion
  - plagiarism
  - intellectual property (copyrights and proper citation formatting)
  - information literacy
- The school community
  - remains current in knowledge of intellectual property
  - supports students in acquiring and practicing information literacy
- Monitoring
  - all MYP teachers and students have a responsibility to monitor the processes and procedures outlined in the Academic Honesty Philosophy

### **Development, Implementation, and Communication of the Academic Honesty Philosophy**

The updated Academic Honesty Philosophy was developed by a committee consisting of the IB Coordinator, Head of School, Assistant Superintendent for Instruction and Student Learning, the middle school and high school media specialists and the Language and Literature lead teachers. The philosophy is annually shared with the faculties and is on the Pal-Mac District Website as well as Google Drive for accessibility. Students will be given a copy of the Academic Honesty Philosophy in each of the five grade levels at a Media Centre orientation along with an introductory/refresher unit of instruction on proper academic honesty practice and examples of conventions for citing. In addition, students and parents will read and sign an Academic Honor Code Agreement which will be kept in their Language and Literature binders.

## **Review of the Academic Honesty Philosophy**

The IB Leadership Team meets regularly. The purpose of this team is to review the current policies (philosophies) at least once per year, communicate suggestions as needed, and disseminate the philosophy to all stakeholders. The Leadership Team includes administrators, the IB Coordinator, and lead teachers from each subject group in both the middle and high schools.

## **Sources**

Contents based on IB "Academic honesty" in *MYP: From principles into practice*, p. 38 and *Academic honesty in the IB educational context*, p. 12.