

# **Lexington Middle School**

*An International Baccalaureate Candidate Program*

***INSPIRE PREPARE EMPOWER***



## **Academic Honesty Policy**

**2016-2017**

Wildcat learners are inquirers and thinkers who are knowledgeable and principled. For this reason, Lexington Middle School has an Academic Honesty Policy to help guide you as you conduct inquiry, write papers, create projects, and complete other coursework during your years at LMS and beyond.

This policy introduces you to the concept of academic honesty and provides the foundation you'll need to practice academic honesty. The LMS media specialist, Mrs. Young, and your teachers will provide you with the practice and support you need to build your understanding and application of academic honesty practices.

## **What Is Academic Honesty?**

To behave with academic honesty, you first have to understand **intellectual property** and **authenticity**.

**Intellectual property** is exactly what it sounds like: a product or idea created by you or someone else. Intellectual property can be a song, book, invention, or painting just to name a few examples. Copyrights, trademarks, and patents are legal ways to protect intellectual property rights.

**Authenticity** means that the product or idea was created by the person who claims to have the intellectual property rights. In other words, to be authentic, the product or idea must be your own work, not the work of someone else.

While it's easy to write definitions of intellectual property and authenticity, it's much more difficult to put these ideas into action. For example, many products and ideas are created by people who studied other people's products and ideas. Let's say that you hear a song that gives you an idea for a poem that you want to write. If you put the ideas from the song into your poem, does that mean that your poem isn't authentic and that you've infringed on, or disrespected, someone's intellectual property rights? The answer is yes and no. It all depends on how you used the ideas from the song. To properly use ideas from someone else's intellectual property to create your own authentic work, you have to understand and apply the skills of **paraphrasing** and **citing**.

## **What Are Paraphrasing and Citing?**

**Paraphrasing** and **citing** are skills that you'll use in school and in your career. They're part of the South Carolina College- and Career-Ready Standards for English Language Arts and the International Baccalaureate Approaches to Learning. Your teachers and Mrs. Young will teach you how to paraphrase and cite, and you'll have lots of opportunities to practice these skills in your classes at The Lexington Middle School. In the meantime, here's an easy definition of each:

**Paraphrasing** means putting somebody else’s words into your own words. To do this, you have to really think about what you heard or read so that you are able to restate the ideas in a different way. Sometimes you might want to use the exact words of that author or speaker. When you use the exact words of someone else, you’re **quoting** that person.

**Citing** means that you tell where you read the material that you paraphrased and/or who wrote or said the quote that you used. The material being cited is called a **source**. A **citation** is what you write to show that you have used, or **referenced**, that source. Another word you’ll hear as you learn to cite is **documentation**.

## **What Is Documentation?**

**Documentation** means that you have cited a source. Your teachers and Mrs. Young will teach you how to use the MLA format for documentation. You can use the quick guide at the end of this policy to support you as you learn this format. As you practice paraphrasing, quoting, and citing in your classes, you’ll be able to appropriately use someone else’s intellectual property to create your own authentic work.

As with any new learning, you should expect to make mistakes along with way. Again, your teachers and Mrs. Young will help you recognize and correct those mistakes. Sometimes those mistakes fall into the category of academic dishonesty, which this policy calls **academic misconduct**. Academic misconduct that results from mistakes that are part of the learning process do not have a disciplinary consequence. In these cases, your teachers and Mrs. Young will help you determine what you did wrong and learn how to keep from making that mistake in the future.

Unfortunately, sometimes students intentionally commit academic misconduct. In these cases, there are disciplinary consequences.

## **What Is Academic Misconduct?**

It’s not enough to say that **academic misconduct** means that the rules of academic honesty have been broken. There are specific forms of academic misconduct that you should understand so that you do not do them intentionally or unintentionally.

A formal definition of **academic misconduct** is “behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component.” (*MYP: from Principles into Practice*). A simple definition of academic misconduct is cheating.

Examples of academic misconduct include **plagiarism, collusion, and duplication**.

Earlier in this policy, you learned that paraphrasing and citing are the keys to properly using ideas from someone’s intellectual property to create your own

authentic work. **Plagiarism** is when you use someone else's work (including that person's ideas) without proper documentation. When you do this intentionally, there's a discipline consequence (vs. doing it accidentally while you're still learning how to document sources).

Allowing someone to copy your work is called **collusion**. Students sometimes commit collusion because they think it's a way to help a friend who forgot to do homework or didn't have time to finish an assignment. If you commit collusion, you're actually hurting the other person. First, you're allowing that person to behave in an *unprincipled* way instead of giving them an opportunity to be a principled Wildcat learner. Second, by allowing the other person to copy your work, the teacher isn't able to see what skills and concepts that other person hasn't developed.

**Duplication** is when you turn in one paper or project for two different assignments without agreement from the teachers. This might sound harmless, but it can actually hurt you. Like collusion, committing duplication means that you've missed an opportunity to practice your skills, which means you might not be improving.

### **Are There Other Types of Academic Misconduct?**

In addition to plagiarism, collusion, and duplication, Lexington District One's Academic Honor Code lists the following as examples of cheating:

- Looking on someone else's quiz, test, or exam;
- Revealing items to someone who has not taken a quiz, test, or exam;
- Copying from others on assignments designated as independent work;
- Referring to unauthorized notes and materials during a quiz, test, or exam;
- Positioning your paper or technological device into viewing range of another student during a quiz, test, or exam;
- Using unauthorized technological devices to complete or disseminate answers during a quiz, test, or exam. Using technological devices to secure work from another student's project;
- Obtaining an unauthorized copy of a quiz, test, or exam;
- Attempting to take an online assignment or assessment for another student or allowing another person to complete an online assignment or assessment for you.

*(Lexington County School District One Student Handbook 2015-16)*

The entire district Academic Honor Code can be found in your student handbook and at the end of this guide.

## **Consequences**

Committing academic misconduct is very serious. If a teacher suspects you've committed academic misconduct, several things will happen. Here's a short description. First, there will be a conference with you, your parent / guardian, the teacher, and an administrator. You'll also have to re-do the assignment or assessment unless you committed misconduct on a re-take. In that case, your re-take grade will not count. Instead, your original grade will be recorded in the gradebook. A discipline referral will also be written to document your misconduct in your discipline record, and you might be assigned in-school suspension (ISS) or even out-of-school suspension (OSS).

Just to make sure you have all the details, here are the exact words from the district Academic Honor Code:

Teachers will confer with the appropriate administrator to review the evidence of any misconduct. Parents will be notified and a mandatory conference will be held with the student, parent or guardian, teacher and administrator. Any behavioral consequence such as in-school suspension (ISS) will be explained at that time. After the conference is held, the student will be required to complete an appropriate assignment/assessment. This work will be graded in lieu of the original assignment/assessment. If the student does not complete the assignment/assessment by the due date, a zero will automatically be entered into the grade book. If the offense occurs during a reassessment opportunity, the reassessment score will be dropped and the original grade will be recorded.

The behavioral infraction of cheating will be documented through a discipline referral and noted in the student's discipline record. Behavioral consequences up to out-of-school suspension (OSS) for repeated incidences of cheating will be administered at the discretion of the school-based administrator.

*(Lexington County School District One Student Handbook 2015-16)*

## **What Else?**

Now that you have the basics about academic honesty, you're ready to begin learning more and applying your learning to your coursework at The LMS. As you work on papers and projects throughout the year in all of your classes, don't forget to use this guide as a reference. Also, don't be afraid to ask questions if you're unsure about academic honesty. Sometimes the rules can be a little confusing, but your teachers and Mrs. Young are available to help you grow into more knowledgeable and principled thinkers and learners.

## **Appendix: Lexington District One Academic Honor Code**

Lexington School District One encourages students to maintain high standards of academic integrity and honesty. In an effort to clarify expectations, the following list provides examples of unacceptable acts of cheating:

- looking on someone else's quiz, test or exam;
- revealing items to someone who has not taken a quiz, test or exam;
- copying from others on assignments designated as independent work;
- referring to unauthorized notes and materials during a quiz, test or exam;
- positioning a paper or technological device into viewing range of another student during a quiz, test or exam;
- using unauthorized technological devices to complete or disseminate answers during quiz, test or exam; using technological devices to secure work from another student's project;
- obtaining an unauthorized copy of a quiz, test or exam;
- plagiarizing a paper or using a paper written by another person (citation errors are handled during the writing process by classroom teachers) and plagiarizing work from another student's project; and
- attempting to take an online assignment or assessment for another student or allowing another person to complete an online assignment or assessment for you.

Teachers and administrators treat cheating as a serious matter. Teachers will confer with the appropriate administrator to review the evidence of any misconduct. Parents will be notified and a mandatory conference will be held with the student, parent or guardian, teacher and administrator. Any behavioral consequence such as in-school suspension (ISS) will be explained at that time. After the conference is held, the student will be required to complete an appropriate assignment / assessment. This work will be graded in lieu of the original assignment/assessment. If the student does not complete the assignment/assessment by the due date, a zero will automatically be entered into the grade book. If the offense occurs during a reassessment opportunity, the reassessment score will be dropped and the original grade will be recorded.

The behavioral infraction of cheating will be documented through a discipline referral and noted in the student's discipline record. Behavioral consequences up to

out-of-school suspension (OSS) for repeated incidences of cheating will be administered at the discretion of the school-based administrator.

Lexington County School District One. *Lexington County School District One Student Handbook 2015-16*. Lexington: Lexington County School District One, 2015.

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