

North Woods International Academic Honesty Policy

North Woods International (NWI) Mission Statement:

NWI school is committed to preparing and inspiring students to become productive and compassionate citizens of our intercultural world. Through the IB Learner Profile we aspire to create a caring learning environment while offering a strong inquiry based curriculum, with an international perspective that fosters problem solving and lifelong learning.

Beliefs:

Academic honesty is an essential aspect of teaching and learning in the IB programs where action is based on inquiry. At North Woods International, the IB Learner Profile is foundational to our teaching and learning. In our efforts to model and promote academic honesty, we encourage our students and staff members to be:

- **Principled** - to act with integrity and honesty and take responsibility for our own actions, choices, and the consequences that accompany them
- **Inquirers** - to acquire the skills necessary to conduct inquiry and research and show independence in learning
- **Knowledgeable** - to explore concepts, ideas and issues that have local and global significance
- **Open-minded** - to seek and evaluate a range of points of view
- **Thinkers** - to exercise initiative in applying thinking skills critically and creatively and make reasoned, ethical decisions
- **Communicators** - to understand and express ideas confidently and creatively and to work effectively and honestly in collaboration with others
- **Caring** - to honor and respect the intellectual work of others, and to acknowledge that work by properly citing source materials
- **Risk-takers** - to demonstrate courage in attempting creative and independent critical thinking
- **Balanced** - to recognize the importance of integrity as an aspect of whole lives, and the bigger picture of who we are as individuals and members of a larger community
- **Reflective** - to thoughtfully consider how our own thinking and choices reflect our integrity, creativity and individuality to others

Applicable IBO standards:

Standard C3: Teaching and learning

Teaching and learning promotes the understanding and practice of academic honesty. Teaching and learning supports students to become actively responsible for their own learning.

Teaching and learning fosters a stimulating learning environment based on understanding and respect.

Teaching and learning develops the IB learner profile attributes.

Student's Role and Responsibilities:

The academically honest student:

DOES

- Respect others' intellectual property by:
 - Using direct quotations
 - Paraphrasing appropriately
 - Distinguishing between own and others' ideas
 - Documenting all source material
 - Abiding by copyright law
 - Acknowledging help provided by another person
- Act with integrity by submitting authentic work that shows personal thinking and ideas

DOES NOT

- Plagiarize by copying material from a published source or from another student
- Give another student their work to copy
- Do work for another student
- Present others' artistic or creative work in any medium (images, music, film, etc.) as their own
- Engage in any behavior that gains an unfair advantage over others

Examples of malpractice:

- Plagiarism: presenting words, ideas, pictures, information, or anything that has been produced by someone else and submitting or presenting it as their own
- Copying : taking another student's work, with or without their knowledge, and submitting it as their own
- Cheating: communicating with another student, or using unauthorized material or means, in order to gain an unfair advantage over others
- Falsifying data: creating or altering data, rather than collecting authentic data
- Collusion: allowing another student to copy one's work, or providing them with material to submit for assessment which is in contrast with collaboration, whereby students have permission to work cooperatively and share information
- Any other behavior that gains an unfair advantage when creating and/or producing work that is to be assessed or evaluated:
 - Getting outside assistance (parents, tutor, etc. doing the work for you)
 - Obtaining an extension on false grounds

Teachers, Administrators and School Staff reinforce academic honesty by:

- Publishing the academic honesty policy on the web and in the student handbook so that all members of the school community are aware of the importance of and practices associated with academic honesty
- Modeling academic honesty in their own work and with the materials they present to their students and the school community
- Teaching research skills, academic writing, use of online databases, MLA formatting, use of citation tools, paraphrasing
- Verifying that students are producing and submitting original work and citing their sources according to the conventions they have been taught
- Structuring assignments that promote academic honesty
- Notifying and, if necessary, meeting with parents if their child violates the academic honesty policy

Procedures and Practices:

Consequences for academic misconduct

- Misconduct - Teacher determines severity and appropriate intervention -- Depending on the severity and intervention needs, administrative team becomes involved -- Parents/guardians will be contacted if deemed appropriate.
- Any student suspected of academic misconduct has the right to have a parent, peer, or teacher present in any discussion of the problem or incident

Essential Agreements

Staff Essential Agreements- Academic Honesty Policy

- Will be explicitly taught, age-appropriately, by all staff throughout the school
- The academic honesty policy will be reviewed annually. The review will be collaborative and include Head of School, IB coordinator, and the pedagogical leadership team.
- Revisions will reflect the needs of the student population and the instructional beliefs that pertain directly to best practice in academic honesty.
- The policy will be made public through the school website. Hard copies will be made available upon request.
- The policy will be adhered to by all staff members at the school and will be reflected through their teaching practice.

References/Additional Resources/Links to Further Information:

Resources for sourcing materials can be found at:

BibMe: <http://www.bibme.org/>

EasyBib: <http://www.easybib.com/>

Citation Machine: <http://www.citationmachine.net/>

Policy review Procedures and Dates:

The policy will be reviewed at the start of each school year during one of our IB meetings or at a regular staff meeting. The purpose of the review will be to ensure the document is up to date, ensure all staff members are aware of the procedures at the school, and to provide an opportunity for reflection and goal setting by the staff.

Review dates:

10/23/19