

## Wauwatosa Catholic Middle School

### MYP Academic Honesty Policy

At Wauwatosa Catholic, students are guided by Christian values as well as the values of the IB Learner Profile. They have the responsibility to demonstrate honesty and integrity in their work. They are taught to present their knowledge in a manner which exemplifies the IB learner profile attribute of being principled. Starting from Kindergarten, our students learn that being principled means being fair to others and themselves. The WCS community believes that, through teaching and reinforcement of the principles of Academic Honesty, we can help students avoid most instances of academic malpractice.

The Learner Profile attributes are an important tool which can be used to emphasize the concept of Academic Honesty:

- **Principled:** Give credit and cite sources.
- **Risk-Taker/Courageous:** Always do your own work and remember that helping is much different from giving answers.
- **Thinker:** Think about how to share information in a way that is truly your own.
- **Inquirer:** Ask for help when needed.
- **Open minded:** Think about how to give credit to others by always citing sources.
- **Communicator:** Use your own voice when writing.
- **Balanced:** Use your time management skills so you are not tempted to cheat.
- **Caring:** Respect others' work by only turning in what is truly yours.
- **Reflective:** Think often about honesty.
- **Knowledgeable:** Learn and correctly use citations.

### Defining Concepts

**Academic Honesty refers to:**

- The production of authentic pieces of work, based on the student's own ideas
- Citing the work of others by properly referencing the original source
- Proper conduct in examinations
- Respect of all forms of intellectual property

**Collaboration:**

Collaboration, when authorized or encouraged by the teacher, is academically honest and acceptable and is not considered misconduct. It includes:

- Discussion with another student on issues raised in class or in a section of an assessment task
- Cooperation and sharing of sources of information relevant to an assessment task
- Group work to achieve a shared goal

**Academic Misconduct**

Academic misconduct (cheating) includes, but is not limited to:

- Copying another student's assignment claiming it as his/her own
- Plagiarism (presenting others' ideas or work as his/her own)
- Collusion (allowing one's work to be copied and submitted by another student)
- Looking at study materials during a test/quiz without permission
- Talking during a test/quiz without permission
- Excessive use of online translators in Language Acquisition Program.

**Collusion:**

Collusion is also a form of academic misconduct, and occurs when:

- Students present work as their own that is the result of unauthorized collaboration
- A student allows another student to copy the content and/or ideas of their own work

**Consequences for Academic Misconduct**

If a student is found engaging in one or more of the above behaviors, consequences may include, but are not limited to:

- Receiving a zero on the assignment
- Redoing the assignment to show proficiency in skills (Grade will remain a zero.)
- Contacting parent
- Conference with principal, teacher, and parent
- Suspension
- Retention

If a student habitually engages in dishonest academic behavior, the school has the right to expel the student.

## **Responsibilities**

### **Students**

It is the responsibility of students to:

- Make sure that all work is their own authentic work
- Acknowledge/cite the work and ideas of all others
- Read and understand the WCS Academic Honesty Policy

### **Teachers**

It is the responsibility of teachers to:

- Model, teach and reinforce the WCS Academic Honesty Policy
- Use correct citation conventions when providing students with notes
- Communicate the academic honesty policy to families

### **Families**

It is the responsibility of families to:

- Read and understand the WCS Academic Honesty Policy
- Support the academic honesty philosophy of the school

**The goal of Wauwatosa Catholic Middle School is to develop self-sufficient, independent learners. Assessments, essays and other assignments completed at home must reflect the skills and abilities of the student. If it is believed that parents, siblings, or other adults contributed to the assignment in more than a supporting role, the student will be asked to prove proficiency in the given assessment to receive credit.**