

Dobbs Ferry School District MYP Academic Honesty Policy

Mission Statement:

The Dobbs Ferry School District strives to develop independent, curious, and open-minded learners who think critically, work collaboratively, act ethically and are knowledgeable about the world around them.

Academic Honesty

Academic honesty can be defined as “a principle informed by the attributes of the IB Learner Profile. In teaching, learning and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work.” (MYP: From Principles into Practice).

As stated in the IB learner profile, members of the IB community must strive to be “principled”, acting with “integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.” (MYP: From Principles to Practice pg. 46) As IB schools, Dobbs Ferry Middle School and High School recognizes the importance of being “principled” as identified in the IB Learner Profile. To this end:

- All members of the DFMS and DFHS school communities will strive to model principled behavior that reflects academic integrity.
- Students in MYP classes should submit assignments that reflect their original work as well as correctly and accurately cite sources used to create these assignments in the style directed by their teacher.
- Teachers will share with students the citation format(s) they should use in assignments and assessments (e.g. MLA, APA, etc.). Examples of how to cite and acknowledge use of original authorship in students’ work will be modeled in the classroom.
- Teachers will share strategies and knowledge of use of materials with students to help them understand and use proper sourcing and citation in their work.
- Students will learn and practice academic honesty as part of their Approaches to Learning skill development.
- Staff members are readily available to provide guidance and support in this area.

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Academic Misconduct

The following are some of the actions considered to be academic misconduct by Dobbs Ferry Middle School and High School:

- Receiving answers during a test, quiz, or other methods of assessment
- Giving answers during a test, quiz, or other methods of assessment
- Communicating (verbally and/or non verbally) with classmates during a test, quiz or other methods of assessment
- Having knowledge of exam questions before a test, quiz, or other methods of assessment
- Sharing knowledge of exam questions with other students before those students receive a test, quiz, or other methods of assessment (for example, between classes, at lunch, etc.)
- Using another student's graphing calculator during an assessment without clearing the memory
- Using materials (notes, books, etc.) without permission from the teacher or proctor during a test, quiz, or other methods of assessment
- Copying another student's work (Collusion)
- Allowing someone to copy your work (Collusion)
- Using materials for research and failing to credit them with proper documentation (Plagiarizing)
- Using electronic devices without explicit permission of teacher or test proctor
- Reusing a project or written work for credit in more than one class (Duplication of Work)

Note: There are differences between legitimate collaboration and unacceptable collusion on assignments. As part of the development of ATL skills, students are encouraged to actively engage and collaborate on assignments as per the assignment's guideline and direction of the teacher. Teachers will specify the difference between collusion and acceptable collaboration for assignments.

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Consequences for Academic Misconduct

If it has been determined that a student has committed an act of academic misconduct, parents will be notified by the teacher and/or school administrator. Depending on the severity of the incident, as well as the frequency of occurrence, consequences may include:

- A counseling meeting with the student, teacher, counselor, and/or Assistant Principal.
- Students may receive partial credit or a zero.
- Students may be required to re-do or revise the assignment or assessment
- Students who are caught cheating will not be eligible for the honor roll that quarter.
- A record of all cheating will be kept in the School Counselor's and Principal's offices.
- Students may be ineligible for National Honor Society or National Junior Honor Society. If the student is presently a member of the National Honor Society or National Junior Honor Society, a hearing will be conducted according to the Society's guidelines.

Communication Of Academic Honesty Policy

Academic honesty policies are published on each school's website, as well as included in student handbooks. Students and parents annually read and sign the DFSD Code of Conduct, which refers to these policies.

Academic Policy Review

All stakeholders will review the MYP Academic Honesty on a bi-annual basis: teachers, students, parents and administration.

Resources:

Academic honesty in the IB educational context (2014)

Handbook of procedures for the Middle Years Programme (published annually).

MYP: From Principles to Practice (September 2014)

Programme Standards and Practice (2014)

DFHS Student Handbook

DFMS Student Handbook