



John H. Kinzie School
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Academic Honesty Policy

Kinzie School Mission Statement:

Kinzie Elementary School's rigorous curriculum and diverse environment empowers all students to become critical thinkers, lifelong learners, global citizens and visionary leaders of the future.

Statement of Purpose:

This document outlines expectations held by the Kinzie community regarding our academic policy. It is intended to assist students in understanding personal integrity, respect for others, and the honesty of their work, as well as the consequences of academic misconduct. This policy adheres to district-wide guidance and strives to foster a culture of academic honesty aligned to the CPS Student Rights and Responsibilities.

Definitions & Examples of Academic Honesty and Misconduct:

- Academic Honesty: Respecting the work and ideas of others, when one makes use of or reference to others' ideas, appropriate credit is given.
- Collaboration: working together by permission of your instructor to accomplish a task (team or group work is an example) especially in an intellectual capacity. Collaboration needs express permission (if it is homework, a quiz or test or paper, always check the instructions or ask before you work together).
- Authentic authorship: work that has not been previously submitted
- Intellectual property: original thoughts and creations of the mind, such as songs, inventions, designs, manuscripts, logos, etc.
- Academic Misconduct: The IB organization defines academic misconduct as behavior (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment (MYP Principles to Practice, p. 94).
- Collusion: a secret agreement or cooperation especially for an illegal or deceitful purpose, it involves gaining an unfair advantage, misleads or deceives. Sharing information from a test, selling or buying an assignment, claiming group work to which you did not actually contribute, using some of another student's paper or

project on your own are a few examples of collusion and are considered academic dishonesty.

Examples of academic dishonesty or misconduct could be considered as...

- Plagiarism: copying someone else's work without properly giving credit to the source - intentionally or unintentionally (ex: excluding a reference page, copying and pasting information from another source, misuse of quotation marks, etc.)
- Collusion: helping someone else cheat by sharing already completed work
- Copying: duplication of someone else's work and taken as one's own
 - **This is to include "copying and pasting" directly from the internet, Google translate, etc. and using it as your own work.**
- Any other behavior that gives another student an unfair advantage (ex: cheating by bringing unauthorized materials to a testing environment, sharing questions or answers with others from an exam, quiz, etc., talking with other students during a test or quiz)

Conventions for citations:

Kinzie utilizes the MLA format for all citations. Refer to the MLA Style Center website for guidance: <https://style.mla.org/>

Citation examples:

Book:

- Author's Last Name, First Name Middle Name. Title of Book. City of Publication: Publisher's Name, Year of Publication.
- Ride, Sally. Exploring Our Solar System. New York: Crown, 2003.

Online Article:

- Article in an Online Newspaper Author's Last Name, First Name Middle Name. "Title of Article." Name of Newspaper. Day Abbreviated Month. Year of Publication. Day Abbreviated Month. Year You Viewed It <URL>.
- Vergano, Dan. "Planets More Like Earth Found Circling Nearby Stars." USA Today 1 Sept. 2004. 13 Nov. 2004 <<http://www.usatoday.com/>>.

Website:

- Last Name, First Name. Title of Website. Date last updated. Author (if given). Name of organization that sponsors the site. Date accessed < URL link >.

- Flannery O'Connor Collection. 7 July 2006. Georgia College and State University. 31 August 2006. <<http://www.gcsu.edu/library~sc/foc.html>>.

Policy Alignment to IB Learner Profile Traits:

- Principled: acting with integrity and honesty; taking responsibility for one's actions
- Inquirers: developing skills needed to pursue questions as students conduct inquiry and research
- Open-mindedness: seeking and evaluating a range of points of view

What schools do:

- Promote a principled, ethical school culture
- Maintain accurate records of code violations as prescribed by CPS Code of Conduct
- Inform all stakeholders about the importance of academic honesty
- Address dishonesty in a constructive manner, stressing the importance of research skills and respect for the integrity of student work

What teachers do:

- Teach students the proper conventions (MLA) for citing works of others
- Educate students about the value in giving credit to others and the importance of academic honesty
- Inform students about the consequences of engaging in academic misconduct
- Model good practices of ethical research skills
- Collaborate with resource teachers to develop citation skills across multiple disciplines

What students do:

- Demonstrate self-management and academic honesty in all assignments
- When applying research skills, submit original work and acknowledge the contributions of others
- Acknowledge the legal consequences faced with plagiarism
- Utilize critical thinking and social skills to collaborate appropriately and communicate ideas
- Seek guidance from teachers when unsure of procedures

What parents/families do:

- Review and discuss the importance of the Academic Honesty policy

- Encourage integrity beyond academics
- Model principled behavior
- Encourage completion of assignments
- Support teachers in enforcing the Academic Honesty policy
- Discuss expectations of students

Students' Rights:

CPS Student Rights and Responsibilities defines students' rights. (Student Code of Conduct, pp. 2-5)

Consequences:

Any infractions relating to academic honesty will be documented on a referral by the content area teacher and submitted to IB coordinator. The IB coordinator will examine all evidence (the referral for new infraction and any past academic honesty referrals for the student). The IB coordinator will then designate the infraction as a Level 1 or 2 and issue the appropriate consequence. John H. Kinzie School recognizes that every infraction has its own unique set of problems. Therefore, there are a wide range of consequences that may apply and discretion is left to administration and IB coordinator.

<p style="text-align: center;"><u>Level 1 Infractions</u></p> <p>-Cheating on homework and/or assignments -Failure to cite sources</p>	<p style="text-align: center;"><u>Level 2 Infractions</u></p> <p>-Cheating on assessments -Any form of collusion or plagiarism -Distributing answers to student(s) in any manner including social media. -Accessing a teacher's account -Repeated Level 1 infractions</p>
<p style="text-align: center;"><u>Consequences</u></p> <p>-The Parent will be contacted (in all cases) and/ -The student will receive a zero on the assignment. -Loss of incentive based field trips or activities.</p>	<p style="text-align: center;"><u>Consequences</u></p> <p>-The Parent will be contacted (in all cases) and/ -The student will be assigned either a detention or in-school suspension. -The student will receive a zero on the assessment.</p>

Summary: 1st offense ~ Receive Zero (0), and Contact Parent

2nd offense ~ Receive Zero (0), Contact Parent, AND Lose Behavior Incentive (Field trip)

If students have questions about academic honesty, they should contact their teachers and/or the IB Coordinator.

Communication of Policy:

The Kinzie community believes that all of its stakeholders should take an active role in shaping and implementing school policies. All policies will be reviewed and updated at the beginning of each school year. The policy will be made available to all stakeholders in multiple languages as well as on the school website. <https://kinzie.cps.edu>

Review Process:

The policy was originally drafted November, 2017.
Kinzie stakeholders will review this policy annually.
Updated 9/2022

References:

Chicago Public Schools Student Rights and Responsibilities. . Chicago, 2019.

International Baccalaureate Organization. *Academic Honesty in the IB Educational Context*. Peterson House, 2014

International Baccalaureate Organization. *MYP: From Principles into Practice*. Peterson House, 2014.

The MLA Style Center. Modern Language Association of America, 2016,
<https://style.mla.org>. Accessed 11 Nov. 2017.

**Updated 9/2022

Academic Honesty Agreement

By signing, I agree that I know the importance of citing sources and how to cite them, the difference between plagiarism, collusion and collaboration, what is considered academic misconduct and its consequences. I acknowledge that all submitted work will be my original work.

Student's Name - Printed

Student's Signature

Parent Signature

Date

Academic Honesty Agreement

Classroom copy (stored in the student's cumulative folder)

By signing, I agree that I know the importance of citing sources and how to cite them, the difference between plagiarism, collusion and collaboration, what is considered academic misconduct and its consequences. I acknowledge that all submitted work will be my original work.

Student's Name - Printed

Student's Signature

Parent Signature

Date