Lawton Chiles Middle Academy IB Middle Years Programme Academic Integrity Policy & Guidebook


## Purpose & Mission Statement

**Purpose:** Lawton Chiles Middle Academy is committed to academic integrity and ensuring that students become principled learners equipped with citation skills. The purpose of this document is to communicate clear expectations and provide resources to students, parents, and teachers.

**LCMA Mission Statement:** We are an internationally-minded community committed to fostering curious minds in an educational environment that produces resilient, respectful and empathetic students, empowering them to exemplify academic integrity and exhibit responsiveness to our ever-changing global community.

**Role of Stakeho ders**

To ensure the effectiveness of this policy, every member of the LCMA community plays a vital role with implementation. Students are expected to review this policy and develop an understanding of how to avoid academic dishonesty. They need to advocate for themselves to inquire and ask questions when they need assistance with referencing. Teachers are responsible for implementing the policy and helping students obtain basic citation skills. Parents also play a vital role in the implementation of this policy by helping students understand the expectations and importance of academic integrity.

**Terms Re ated to Academic Integrity**

**A Academic Integrity** - a set of values and skills that promote personal integrity and good practice in learning and assessment. It promotes the learner profile trait of being principled and

encourages students to produce authentic work. Students at LCMA will be encouraged to promote their own ideas and use proper citation as directed by the teacher.

1. **Bibliography/Works Cited** - a list of sources compiled following a specific format in order to give credit for other's work (images, graphs, articles, books, websites, etc.).
2. **Citation** - a quotation or a reference to a book, paper, or author.
3. **Collaboration** - cooperative work with other students in which each person has a necessary role. Lawton Chiles Middle Academy promotes collaboration as an approaches to learning skill students need to develop. It is expected that as students work in collaborative groups, they practice ethical behaviors and promote academic integrity. Students are only to work collaboratively when told to do so, and they need to make sure they meet their individual responsibilities.
4. **Paraphrasing** - putting the information in your own words - with *significant* rewording.
5. **Reference** - to give credit for a text or image or website used in an assignment; a student gives credit through the Works Cited or Bibliography page.
6. **Summary-** putting information in a shortened form with just the most important ideas included.

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## Forms of Academic Integrity

* 1. **Cheating** - the act of using an unauthorized answer for an advantage in an assessment, homework or classroom situation. Some examples of cheating include: sharing assessment or assignment answers with students (like sharing answers during class change), copying another student's work, copying answers on a test, and using unauthorized notes or communicating with others during a test.
	2. **Collusion** - allowing others to copy from his/her tests or assignments.
	3. **Plagiarism** - including the ideas, words or work of another person without proper citation or paraphrasing. This might be done purposefully or without intending to plagiarize. To avoid plagiarism, students need to note, in the assignment, when the work of another is used by using quotation marks or a reference and a citation page.
	4. **Misrepresentation** - taking credit for work completed by someone else (such as putting one's own name on someone else's paper).

## Consequences of Academic Dishonesty

Lawton Chiles Middle Academy will track instances of academic dishonesty each year across all class periods.

**First Offense:** Students will receive a KIT card mark and parents will be notified. Students will have the opportunity to re-do the assignment for half credit. For classroom tests, students will be given the opportunity to re-do the test for full credit under the supervision of a staff member.

**Second Offense:** Students will be required to serve a detention and will receive a zero for the assignment. Parents will be notified, and the guidance counselor will schedule a parent conference with the teacher.

**Third Offense:** Students will receive a zero for the assignment and will receive a referral. Parents will be notified and requested to attend a conference with administration. Depending on the severity of the academic dishonesty, further sanctions may be determined at the conference.

## Maintaining Academic Integrity

Now is the time for you to learn not only what it means to be academically honest but how to do that within your various classes at L.C.M.A. There are many excellent resources that can help you with this. One of the best is from the University of Maine, which provided the information below.

## Definite Don'ts

* + Copying and pasting passages from electronic sources without placing the passages in quotes and properly citing the source.
	+ Having others write complete papers or portions of papers for you.
	+ Summarizing ideas without citing their source.
	+ Pulling out quotes from sources without putting quotation marks around the passages.
	+ Closely paraphrasing - not putting the information in your own words.
	+ Quoting statistics without naming the source unless you gathered the data yourself.
	+ Using words and passages you don't understand and can't explain.

## Quoting

Quoting is the easiest way to use sources, but it can lead to plagiarism if you're not careful. When you quote a source,

* + Always place quotation marks around the notes you copy and paste; the computer does not know you are copying a direct quote unless you tell it.
	+ Be wary of long quotations. Too many long quotations will make your paper more someone else's words than your own, and that's plagiarism.
	+ Never quote material that includes words you do not understand. If you do not know what a quotation means, you are plagiarizing an idea you don't comprehend.
	+ Use the citation style recommended by your teacher.

## Summarizing

When you summarize a source, the summary should be much shorter than the original passage.

* + Shorten the passage.
	+ Keep the author's original message in mind. Make sure your summary does not change the intent of the piece.

## Paraphrasing

Paraphrasing is challenging, and that's why you should try it. It shows that you've understood what you've read enough to explain it to someone else. When you paraphrase asource,

* Avoid changing **only** a word here and there.
* Read the passage, think about it, and write it in your own words. Then compare your version to the original. It should mean what your source said, but the paraphrase should express the idea in different words and sentence structure.
* Do not twist the author's meaning. Paraphrase, cite, and then you can give your own analysis or opinion if it's appropriate to the project.

## Try this simple process to write a paraphrase:

1. Translate the passage into **your own words.** Do not simply use a thesaurus. State the idea the way you would state it.

"Four score and seven years ago, our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal," the beginning of Abraham Lincoln's Gettysburg Address, can be stated differently:

# Eighty-seven years ago, our ancestors created the United States of America founded on the ideals of freedom and equality.

1. **Flip** the sentence. Move the beginning to the end and the end to the beginning, creating a whole new sentence structure:

# Freedom and equality are the ideals on which the United States of America was founded by our ancestors eighty-seven years ago.

1. Add a **signal** phrase, which introduces the source before the paraphrase (or quotation or summary). A signal phrase lets the reader know that you are introducing a source and may even contain some information from or about the source. You may also make some changes in verb tense or structure so that the paraphrase makes more sense in its new context.

# When Abraham Lincoln spoke at the 1863 dedication of a cemetery for Union soldiers at Gettysburg, he began by saying that freedom and equality are the ideals on which the United States of America had been founded by the listeners' ancestors eighty-seven years before.

**Citation Tools:** [**http://www.citationmachine.net/;**](http://www.citationmachine.net/%3B) **http://www.easybib com/**


## MLA Format

**Book: Author (Last, First M.) Title. City of Publication: Publisher. Date of publication.**

Smith, Adam. *The Purple Dress.* Boston: Pearson, 2018

## Website with author: Author (Last, First M.) "Article Title." Website Title. Website Publisher, Date Published. Website. Date website was accessed.

Smith, John. "Florida Historic Locations." *Visit Florida.* USA Travel, 2018. [www.visitflorida.com.](http://www.visitflorida.com/) 20 April 2019.

**Works Cited** *(sample in MLA style)*

International Baccalaureate Organization. Academic Integrity. Cardiff: International Baccalaureate Organization, 2021.

International Baccalaureate Organization. *MYP: From Principles into Practice.* Cardiff: International Baccalaureate Organization, 2019.

"University of Maine Farmington." *Plagiarism Tutorial.* University of Maine at Farmington, 2018. www2.umf.maine.edu/plagiarism/.

## APA Format

**Book: Author & (Year of Publication). Title. City, State of Publisher: Publisher.**

Lakhani, D. (2018). *Everything You Need to Ace Science in One Big Fat Notebook: The Complete Middle School Study Guide.* Boise, ID: Workman Publishing Company.

## Online Magazine:

Author, A.A. & Author, B.B. (Date of publication). Title of article. *Title of Online Periodical, volume number* (issue number if available). Retrieved from

https://[www.someaddress.com/full/url/](http://www.someaddress.com/full/url/)

Bernstein, M. (2018). 10 tips on writing the living web. *A List Apart: For People Who Make Websites, 149.* Retrieved from https://[www.alistapart.com/articles/writeliving](http://www.alistapart.com/articles/writeliving)

**Citation Tools: http;/lwww,cjtatjonmachjne net/: bttp;llwww,easybjb,com/**

***Academic Dishonesty Incident* - *LCMA***

As an **1B** World School, L.C.M.A. works to help each student, parent, and teacher model the Learner Profile attributes. One way we can demonstrate that we are principled is through our school academic integrity policy. Teachers at L.C.M.A. realize that our students all work hard to be the best they can

be; however, there are times when they may make a poor decision. The purpose of this form is to share information with parents and help students grow to be the best versions of themselves.

Date: Time or Class Period: Student:

Grade Level: Teacher:

Description of Incident:

From page 3 of the LCMA Academic Integrity Policy:

* **First Offense:** Students will receive a KIT card mark and parents will be notified. They will have the opportunity to re-do the assignment for half credit. For classroom tests, students will be given the opportunity to re-do the test for full credit under the supervision of a staff member.
* **Second Offense:** Students will be required to serve a detention and will receive a zero for the assignment. All stakeholders will be notified and the guidance counselor will schedule a parent conference with the teacher.
* **Third Offense:** Students will receive a zero for the assignment and will receive a referral. All stakeholders will be notified and a conference with administration will be scheduled. Depending on the severity of the malpractice, further sanctions will be determined at the conference.

Student Signature:

 TEACHERS: PLEASE TAKE A PHOTO OF THIS AND EMAIL TO A PARENT AND TO MRS. GREGORY.