

## **Rosa International Middle School Academic Honesty Guidelines**

*What is Academic Honesty and why do we have a Guidelines?* The IB Learner Profile states that students must "act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities." They are also to "take responsibility for their own actions and the consequences that accompany them." One of the main purposes of Rosa's IB MYP Programme is to support students in becoming creative, independent, principled learners. To do so, we have developed this school-wide Academic Honesty Guidelines to define the terms and concepts, highlight the responsibilities of stakeholders, and outline the consequences of malpractice. Students must know the rules, apply the rules, and understand their importance in order to make good choices about their academic success.

### ***What are some key concepts and terms we should know when it comes to Academic Honesty?***

Authenticity: An authentic piece of work is one that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Intellectual Property: Forms of intellectual and creative expression include works of literature, art or music, etc. All forms must be respected and are usually protected by law. Malpractice or misconduct: Behavior which may result in someone gaining an unfair advantage over another. *Is there more to know about malpractice or misconduct? --Yes, here are some important terms we should know:*

Cheating: Bringing unauthorized materials such as, "cheat sheets" to an examination or quiz. Sharing information about an examination or quiz or receiving such information without the teacher's permission. Copying: Taking work of another student, with or without that student's consent, and submitting it as one's own. Plagiarism: Taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting the information as one's own when there is a legitimate expectation of original authorship, Plagiarism most commonly occurs when an individual fails to appropriately cite works. Collusion: Helping another student to be academically dishonest. It is important to note that instances of plagiarism and collusion are generally not intentional. There is typically a misunderstanding of what the rules mean and how students should effectively comply with them. As students develop their sense of academic responsibility and skills, they see relying upon fellow students, parents, and teachers as acceptable sources of information without properly acknowledging the source.

*Additional examples of malpractice include:* \* Unauthorized use of cell phones, tablets or other electronic devices \* Use of cheat sheets

\* Unauthorized access to assessment questions \* Resubmitting assignments for other classes without the teacher's permission \* Signing one's name to work that he or she did not complete (i.e., group work)

***Everyone in the school community has a role to play to ensure we uphold Academic Honesty.***

***What are our responsibilities?*** Counselors serve as support networks for students, parents, and teachers while the administration provides necessary disciplinary actions should academic dishonesty occur.

The school will:

- promote teaching skills rather than policing
- treat all breaches as serious (deliberate cheating as well as misunderstandings)

**Teachers serve as the primary instructor in the process of understanding academic honesty.**

**Teachers will:**

- Ensure learners understand the academic learning Guidelines
- Create inquiry-based assessments that reward the effort required to complete the assignment as well as the final product teach proper ways to acknowledge others' work
- Provide simple, clear guidelines and expectations to students use of vertical (**subject area team**) planning to ensure consistent guidance for students about use of others' work
- Administer the pledge and discuss its meaning; collect for inclusion in the student's permanent file & show by example
- Clearly communicate any changes in expectations for student autonomy and independence. Such changes should be communicated through examples and be interactive.

**Students will:**

- Always do their own work

- Refrain from sharing their work with other students to claim as their own
- Track use of resources and always give credit to the original source or author, including all images and online sources
- Use appropriate ways to signal use of sources, including but not limited to APA and MLA style citations; ask the teacher or librarian when in doubt for clarification
- Uphold their academic integrity by abiding by their undersigned pledge

***Where can we go to get help with citations?*** Definitions of types of sources, references to citation conventions and other important information can be found on the RIMS webpage under 1B/Academic Honesty help.

- EasyBib - Rosa has a subscription to EasyBib, an online citation maker that saves users' bibliographies and helps prevent plagiarism in research and note-taking,
- See the librarian for more information about EasyBib or other bibliographic questions,

***What school practices can we expect that will promote Academic Honesty?*** Throughout the school year, Just before taking a major test or when submitting a major summative task or project, students sign a form affirming they will not or have not plagiarized, acted in collusion with others, or committed any other actions of malpractice.

Rosa International Middle School  
Academic Honesty Pledge

\_\_\_\_\_ (student) have read and understand the Rosa International Middle School Academic Honesty Guidelines. I pledge to act with integrity and academic honesty, using a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities of which I am a part.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ (parent/guardian), have read the Rosa International Middle School Academic Honesty Guidelines and agree to abide by it and agree to accept Administrative decisions re: consequences.

**Description Action by Teacher & Department Head**

**Levels of Malpractice Level 1**

**Action by Counselors & Administrators** No intervention by counselors or administrators at this level.

Accidental Malpractice May occur due to inexperience and is limited to the first time. May occur if a student submits work that is not entirely their own, with only minor instances of plagiarism.

If an assignment;

- -team conference with student to inform and guide future behavior, - incident recorded in team notes, parent/guardian contacted - teacher allows the student to make up the assignment, but modifies the assignment so that the student generates original ideas. Student may earn full-credit

*An example may involve paraphrasing ideas or using material without ML A citation. It might also be where a student has copied homework from a classmate or asked for "help" in a way that solicits answers, rather than understanding.*

If a test, exam, or quiz: -

- If the student is caught cheating in the midst of a test or if the results of a test indicate students) have cheated, the teacher speaks with student(s) involved to verify cheating has taken place. The same procedure as that for cheating on an assignment is followed and the student is allowed to retake a different version of the test for full-credit. - Level 1 procedures for infractions involving assignments, tests, exams and quizzes apply

## **Levels of Malpractice Level 2**

**Deliberate Malpractice** A student has one recorded instance of malpractice either within the same course or in other courses within the same academic year OR it is clear that the dishonesty was intended.

AND

- 1) Parent or guardian is contacted.
- 2) Teacher submits materials and summary of incident to the grade level counselor.
- 3) Counselor meets with student to provide counseling
- 4) Grade level assistant principal and principal are notified
  - The classroom teacher makes a copy of the assignment, and any other documents related to the assignment for counselor

AND

*In these cases, students may have completely copied work from another student, or used words that are not their own, without citing the source. A student may have copied work from electronic sources and/or changed key words and phrases. If a student copies work on an assignment or test, it is assumed that they did so, knowingly.*

### Repeated Malpractice

A student has more than one recorded instance of malpractice either within the same course or in other courses across academic years,

- The student is presented with a choice of assignment to complete to promote Academic Honesty in the school community.

### **Levels of Malpractice Level 3**

Steps 1-4 above are followed

- Level 1 procedures for infractions involving assignments, tests, exams and quizzes apply

- Summary of incident is placed in the student's file.
- The classroom teacher makes a copy of the assignment, and any other documents related to the assignment for counselor

*In these cases, students may have submitted plagiarized work, made up sources, submitted the same assignment more than once, stolen test materials, used electronics inappropriately, or shared or published answers.*

AND

- The student may serve in-school suspension (ISS) for 1 day.

**Please refer to CHPS district policy**

<https://www.straussesmay.com/seportal/Public/DistrictGuidelines.aspx?Guidelinesid=5701&search=Academic+Honesty&id=156a7a52f82541a39b6bf662747b92f1>