Alverta B. Gray Schultz (ABGS) Middle School Academic Honesty Policy

Alverta B. Gray Schultz Middle School (ABGS) is committed to providing students with multiple pathways to express independent thought and authentic work. Students will apply the qualities of the IB learner profiles traits, particularly that of being principled when completing assignments and assessments. Students will model what it means to be principled when they act with integrity and honesty, seek assistance, and take responsibility for properly citing and referencing materials and information. They will establish and refer to essential agreements to hold each other accountable for being principled when completing their work. Students will be explicitly taught the basics of paraphrasing, how to properly cite and reference the work of others, and how to use quotations properly to acknowledge the rightful owner of work or an idea. In all learning environments, students will be encouraged to use integrity and demonstrate principled behavior.

As part of ABGS mission statement we encourage critical thinking and to that end we expect students to create authentic work through research and proper citing of materials to avoid plagiarism. Students must seek assistance, support, and guidance for clarity of that which they do not understand. The ABGS faculty and administrators will work diligently to assist students in developing and expanding on their own ideas while giving credit to those who inspired their authentic work.

The IB learner profiles and Approaches to Learning (ATL) skills are found in classrooms throughout the school as well as being incorporated into instruction. Additionally, there is a calendar that highlights the learner profile that is the focus of the month where students' complete assignments related to that particular learner profile. During instruction, the ATL skills are connected to the learner profile as students model the five approaches to learning skills when completing assignments. Through embracing the learner profiles and the ATL skills students understand what it means to use integrity when completing assignments which fosters the practice of academic honesty. It is through these practices that

students learn to respect the work of others and use it as a tool to further their knowledge while always giving credit to the rightful owner of the work through citing sources.

ABGS Faculty and staff understands the importance of maintaining an equitable, enforceable, policy that is easily accessible to all students, parents, and the community. Our teachers embody the learner profiles as they ensure the learning environment is a space where discussions and asking for assistance are welcomed and encouraged. Our students are taught the conventions for citing work and ABGS uses Modern Language Association of America (MLA), 8th edition for student use and reference. Additionally, ABGS uses *Noodle Tools*, an online research platform that uses MLA and APA conventions for citing sources and other online tutorials to support ABGS academic policy. These resources are provided to students through ABGS media center.

Academic Honesty

- ✓ Create your own work – learn how to recognize academic dishonesty to avoid it

- ✓ Acknowledge and give credit to the work of others used as a valuable resource during your research to create authentic work.

- ✓ Understand what constitutes plagiarism with regards to writing a research paper and copying other students work.

- ✓ Clarify instructions and know when to go for guidance and assistance

- ✓ Collaborate with peers through sharing, giving, and receiving information and resources, while still producing and creating independent work

- ✓ Follow appropriate citation guidelines regarding references, citations, quotations and paraphrasing when giving credit to the work and ideas of others.

Academic Dishonesty and Misconduct

Forms of academic misconduct are outlined in the HUFSD *Code of Conduct* (2007) Subsection 5300.25 G. page 11: *Engage in any form of academic misconduct.* To ensure a system of equity and fairness, HUFSD procedures for addressing academic dishonesty is also outlined in the HUFSD *Code of Conduct.* The information contained in the HUFSD *Code of Conduct* will be used to maintain consistency and to

monitor academic misconduct tendencies. Examples of academic dishonesty and misconduct include, but are not limited to the following:

- **Plagiarism** – Taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it as your own.

- **Altering of records** – changing/altering academic grades, scores, data, or falsifying awards and commendations for oneself or another student manually or electronically.

- **Collusion/Copying/Cheating/Assisted Cheating/ Duplication of Work** - Helping another student to be academically dishonest, including but not limited to offering work to be copied or duplicated, sharing materials on formative assessments of any kind and/or projects, papers, or summative assessments. Also taking work of another student, with or without his or her knowledge, and submitting it as one's own.

- **Use of unauthorized materials** – misuse of computer, calculators, electronic devices, cell phones, and any other electronic communication devices that are prohibited by an educator or state law with regards to exams and assessments.

Student Responsibilities

The responsibility of properly citing the work of others to avoid academic misconduct ultimately lies with the student completing and presenting the work as their own. Students must produce authentic work and seek guidance and support if anything is unclear or if there are any questions about completion of original work. The following are additional steps students can take to avoid academic misconduct:

- Learn your school's academic honesty policy.

- Follow the established guidelines MLA, APA, etc., on the conventions for references, citations, quotations, and paraphrasing.

- Understand what constitutes plagiarism with regards to writing a research paper, copying, use of technology and images from the internet and groupwork; know the difference between collaboration and collusion.

Examples of conventions for citing and acknowledging original authorship

Although conventions vary, there are some key points to properly citing work that is common to most subjects:

- When using, referencing, or presenting the views and work of others, you must indicate the source of the material.

  ➢ Example: *'... as Sharpe (1993) has shown',* and give full details in your bibliography)

- When quoting verbatim (using the exact quote, word for word), you must indicate by using quotation marks, failure to do so is plagiarism even if you do cite your source.

  ➢ Example: *'The elk is of necessity less graceful than the gazelle' (Thompson, 1942, p. 46)* and give the full details in your bibliography as above.

(https://www.plagiarism.admin.cam.ac.uk/resources-and-support/referencing/referencing-conventions)

Teacher Responsibilities

ABGS teacher's responsibility is to model best practices in teaching students what constitutes academic dishonesty. Explicitly teach what constitutes academic dishonesty in research, projects, groupwork, copying notes, sharing ideas, use of technology, and copyright infringement. Other steps teachers can take are as follows:

- Promote authentic work and review policy when assigning work and projects.

- Establish clear guidelines as to what the expectations are for assignments and assessments.

- Help and support students as they seek to create authentic work; clarify instructions and expectations.

- Create an environment where students feel safe asking for assistance.

- Model the practices expected from students with regards to creating authentic work.

School Administration Responsibilities

The purpose of an academic honesty should be to serve as a preventive, best practices measure.

Therefore, the IB Coordinator and school administration should work to accomplish the following:

- Maintain an equitable and consistent policy.

- Provide support and resources for teachers to educate students.

- Ensure all teachers, students, parents, and the community are educated on the policy and where it can be accessed.

- Establish a system of record keeping of violations and consequences.

Actions and Consequences of Academic Misconduct

Procedures to be followed in the event of student misconduct are outlined in the HUFSD *Code of Conduct* (2007) Subsection 5300.35. Each instance of misconduct will be thoroughly reviewed by the Academic Misconduct Review Committee/School Leadership Council. Additionally, upon completion of a thorough investigation involving the steps listed below, the final determination on whether the academic policy has been breached will be made by the principal of ABGS.

- Each instance of misconduct will be addressed within the district's code of conduct protocol, based on frequency and recurrence of the violation.

- The matter will be investigated and discussed with the student, teacher(s), counselor, parents, and administration.

- Consequences may include receiving a failing grade on the assignment, in the course, or suspension. Following a thorough review and investigation a final decision on any consequences will be made by the ABGS principal.

Originating Committee Members: Robin Branch, Neclisha Davis, Mishka Fox, Raquel Goldsmith, Sonia Hood, Claire Lamothe, Dawn Sumner, Alphonse Persico, Claude Irwin, Sarian Muhammad, Pamela Green, April Keys, Daniela Raneri

This policy will be reviewed at the beginning of each school year and in June of each school year. Revisions and updates will be made as needed. The policy will be communicated with parents and the entire school community at the beginning of each year and will be included on the school's website.

References

"Academic Honesty Policy." *United Nations International School*. Web 2014

Alverta B. Gray Schultz Middle School (2018) *ABGS Mission Statement*

Hempstead Union Free School District (2007) *Code of Conduct*

https://www.plagiarism.admin.cam.ac.uk/resources-and-support/referenceingg/referencing-conventions

International Baccalaureate Organization (2014 – 2015) *MYP: From Principles into practice*.

Cardiff: Peterson House