



Druid Hills Middle School Academic Honesty Policy



Purpose

At Druid Hills Middle, we believe our students should become engaged critical thinkers with an intercultural view of the world. We want our students to be focused, have integrity, demonstrate responsibility and empowerment. These characteristic traits of focus, integrity, responsibility, and empowerment are the framework for our academic honesty policy which are in alignment with IB learner profiles of Principled, Balance, Thinker, and Communicator. We want our students to focus by being prepared with their own assignments (Thinker), show integrity by respecting other's intellectual property (Principled), responsible by allowing enough time to complete an assignment properly to avoid misconduct of plagiarism (Balance), and empowered to develop their own ideas (Communicator). Of these traits, we value the learner profile, Principled. Principled is defined as "acting with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. Students who are principled take responsibility for their actions and their consequences." (MYP: From principles into practice, 2015). These qualities, when applied to learning and student work, will establish skills and behavior which support good practices to found in the classroom, used for homework and continued to examination level.

The expectation at Druid Hills Middle is students will demonstrate academically honesty in all their classes by submitting their own authentic work, using their own language and ideas and not plagiarize; work collaboratively while avoiding allowing another student to copy or submit work as their own; and acknowledge sources used with appropriate MLA citations.

Definitions

IB defines **academic misconduct** as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components (MYP: From principles into practice, 2015, p.95) Academic misconduct includes plagiarism, collusion, cheating and duplication of work.

Plagiarism —the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment

Examples:

Cutting and pasting information, such as text, images, audio, video, from internet sites without citation

Copying someone else's assignment or work, including arts pieces, and turning it in as your own work

Cheating – using unauthorized answers or sources to receive credit for schoolwork.

Examples:

Looking at someone else’s paper, copying from your notebook when you are supposed to use only your memory (e.g. on quizzes and tests), or copying someone else’s homework because you did not complete yours.

Collusion - supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another

Examples:

- 1) Sharing tests, reports, projects from one person to another and submitting the work as your own.
- 2) Looking at someone’s paper or giving someone the answer during a test or quiz (cheating).
- 3) Using online shared platforms to share or distribute work that should be done individually.

Collaboration - the action of working with someone to produce or create something.

Example:

Students may work collaboratively in a group on an assignment or project, but it is expected for all members of the group to contribute to the final product. If a member does not contribute equally and/or allowed to submit his/her name on the final product, then the student is performing the academic misconduct of collusion.

Intellectual Property is defined as “a work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.” It is expected for students at Druid Hills Middle to follow copyright laws. Students will not make copies from a book, use any copyrighted clipart images, use copyrighted videos or songs without requesting permission from the original author or providing proper citations.

Authentic Authorship – the original work created by someone using their own creative ideas, language or expressions.

At Druid Hills Middle School, we place a high value on honesty and this extends to work submitted for assessment. Teachers are expected to work with students from the beginning of their participation in the MYP, to develop shared understandings about cheating, plagiarism, collusion and other instances of academic dishonesty. Our expectations are set out below:

Roles and Responsibilities

Faculty (Teachers, Media Specialist, Support Staff) will:

- teach students how to cite sources using MLA citation and avoid plagiarism.
- model good practice in academic honesty.
- explain the difference between collusion and collaboration work.
- provide clear specific instructions and expectations in assignments to avoid the temptations of academic misconduct.
- provide basic note taking skills

Students will:

- create their own work and not copy work from other students and submit as their own.
- cite information from other sources using MLA citation and not plagiarize.
- work collaboratively when permitted and follow guidelines provided by the teacher for collaborative

work.

- use a weekly planner for short-and long-term assignments to meet deadlines to avoid temptation of academic misconduct.
- prepare for assessments to avoid using unauthorized information, technology or another student's answer in order to gain unfair advantage on their assessment.
- bring the effort of others who cheat to the attention of school officials
- follow all exam rules

Parents will:

- Support their child in developing self-management skills to be successful in their academics.
- Support the Academic Honesty policy

Examples of Proper Citations

Book (Print)

Format: Author. Title of Book. Publisher, Year.

Example, One Author: Arnold, Francis. Greece. Steck-Vaughn, 1992.

Example, One or More Authors: Bernadac, Marie-Laure, and Paule Bouchet. Picasso: Master of the New Idea. Abrams, 1993.

Magazine or Newspaper Article (Print)

Format: Author. "Title of Article." Title of Magazine or Newspaper, Date, Pages.

Example: Johnston, Richard. "Martin History Revisited." Acoustic Guitar, July 2009, pp. 60-69.

Web Page

Format: Author. "Title of Page or Article." Title of Web Site, Publisher, Date of Publication, URL.

Coates, Ta-Nehisi. "The Case for Reparations." The Atlantic, June 2014,
www.theatlantic.com/magazine/archive/2014/06/the-casefor-reparations/361631/.

Social Media Post

Format: Username. "Full text of post." Title of Web Site, Date of Post, Time of Post, URL.

Example: @dog_rates. "They're good dogs Brent." Twitter, 12 Sep. 2016, 3:05 p.m.,
twitter.com/dog_rates/status/775410014383026176.

Photograph, Illustration, or Image (Online)

Format: Artist. "Title of Image." Title of Collection, Publisher or Institution. Date of Publication, URL.

Example: Lomax, Alan. "Mexican Girls, San Antonio, Tex." Lomax Collection, Library of Congress, Apr. 1934, www.loc.gov/pictures/collection/lomax/item/2007660003/.

Video or Movie (Online)

Format: "Title of Episode." Title of Movie or Series, Notable Contributors, Season number, Episode number, Publisher, Date. Streaming Service, URL.

Example: Black Panther. Directed by Ryan Coogler, Marvel Studios, 2018. Netflix, www.netflix.com/title/80201906.

Examples of citations retrieved from andyspinks.com

Consequences of Academic Misconduct

The expectation at Druid Hills Middle School is that students will not be academically dishonest, which includes both giving and accepting help on quizzes, tests, and exams, as well as plagiarism. If cheating occurs, the teacher will inform the student's parent/guardian. The student will receive a zero on the assignment and/or be referred to the grade-level administrator. The following actions are considered to be academically dishonest: 1. Using unauthorized materials on an assignment, quiz, or test. 2. Receiving unauthorized information on an assignment, quiz, or test. 3. Knowingly giving information on an assignment, quiz, or test. 4. Providing specific information, questions, or answers to a student who has not yet completed or taken the assignment, quiz, or test. 5. Turning in someone else's work to receive credit. 6. Plagiarizing the work of another writer.

The DeKalb County School District Code of Conduct outlines consequences for providing false information.

Providing False Information

Students will not engage in an act of providing false information including, but not limited to, falsifying school records, forging signatures, making or providing false statements, to teachers, administrators or other School District personnel, cheating, bribery, or using an unauthorized computer user ID or password. **Students are prohibited from falsifying, misrepresenting, omitting or erroneously reporting information to legal authorities, teachers, administrators or other School District personnel regarding instances of alleged inappropriate behavior by a teacher, administrator, or other School District employees**(DeKalb County School District Code of Student Conduct,2018-2019 p.42).

Middle School Consequences

Level 1 – Conference (Teacher/Student, Teacher/Parent, Teacher/Counselor, Teacher/Student/Administrator, Teacher/Student/Counselor/Parent, Administrator/Student, Administrator/Parent, Telephone Conference with Administrator/Parent, Telephone Conference with Teacher/Parent or other parties deemed necessary)

Minimum: Level 2 – Age appropriate strategy and behavior specific (Build relationships that support academic achievement, discussion about expectations, review classroom procedures and expectations, eye contact, proximity, high levels of supervision, verbal warning, pre-teaching expectations, mentoring, consultation with grade level teams/school counselor/school psychologists for students with disabilities for classroom/individual behavior management ideas)

Level 3 – In-School Suspension of 1-3 days

Level 4 – Suspension 1-5 days

Level 5 – Suspension of 6-10 days with a contract

Level 6 – Long Term Suspension

Maximum: Level 7 – Expulsion

A required 10 day suspension must be served and a due process hearing held for Level 6-7.

References:

Code of Conduct~ Student Rights and Responsibilities and Character Development Handbook. (2018). DeKalb County School District, pp.42-48. Hoover Meredith Academic Honesty Policy <https://meredith.dmschools.org/ib-myp/hover-meredith-academic-honesty-policy/>

Docs.google.com. (2018). *Academic Honesty Policy Update 8_2018.docx*. [online] Available at: https://docs.google.com/viewerng/viewer?url=https://www.pcsb.org/cms/lib/FL01903687/Centricity/Domai n/9710/Academic+Honesty+Policy+Update+8_2018.docx [Accessed 12 May 2019].

Guide, M. (n.d.). *MLA Citation Guide - andyspinks.com*. [online] andyspinks.com. Available at: <http://andyspinks.com/mla/> [Accessed 12 May 2019].

Kirschenbaum, M. and Kirschenbaum, M. (2019). *MLA Citation Templates: Easy Infographic for Students - EasyBib Blog*. [online] EasyBib Blog. Available at: <http://www.easybib.com/guides/mla-citation-templates-infographic/> [Accessed 12 May 2019].

Xmltwo.ibo.org. (n.d.). *Academic Honesty in the Middle Years Programme*. [online] Available at: https://xmltwo.ibo.org/publications/MYP/m_0_mypxx_guu_1609_1/IBdocs/OCC_m_0_mypxx_sup_1609_1_e.pdf [Accessed 12 May 2019]. Carroll, Jude. Academic Honesty in the IB. 2012. Retrieved from https://xmltwo.ibo.org/publications/MYP/m_0_mypxx_guu_1609_1/IBdocs/g_0_iboxx_amo_1209_1a_e.pdf

Academic honesty agreement

Any and all work that I submit to any teacher for consideration and/or assessment will be my own authentic work.

This includes homework assignments, formative assessments, summative assessments, and work to be submitted to the IB.

I will learn the processes for acknowledging someone else's work or ideas and will appropriately acknowledge all uses of someone else's work or ideas.

I understand that I can ask for help if I am unsure about what constitutes academic honesty in any of my assignments.

I will submit only work that I have completed independently.

I will not allow other students to copy or to submit work that I have completed.

I have read the school's academic honesty policy.

Student name: _____

Student signature: _____ **Date:** _____

Parent/Guardian acknowledgement:

I have read the school's academic honesty policy. I have reviewed it with my child.

Parent/Guardian name: _____

Parent/Guardian signature: _____ **Date:** _____