

AWS MIDDLE SCHOOL ACADEMIC HONESTY POLICY

In the Middle School, we aim to be life-long learners - caring, reflective, knowledgeable, principled individuals who are comfortable taking risks, who are actively inquiring about the world around us, and who are well-versed at communicating in a wide variety of environments.

The following policy clarifies for all Middle School stakeholders what academic honesty means to us. The policy further outlines student, parent and teacher responsibilities in regards to academic honesty and reviews the consequences of academic misconduct.

All members of the school community - students, faculty and staff - are expected to exhibit academic honesty at all times.

Academic honesty means that we:

- Conduct ourselves with integrity.
- Do our own work, without inappropriate aid.
- Acknowledge by properly referencing the author and/or source of any ideas, language or creations that are not our own.

What is academic misconduct?

Academic misconduct includes, but is not limited to:

Plagiarism: Presenting as your own, purposefully or accidentally, the ideas, words or work of another person without clear acknowledgement (through the use of MLA citation).

Plagiarism includes:

- Copying and pasting sentences, passages, or entire essays directly from any online source.
- Submitting another student's work as your own (with or without that student's permission).
- Copying another student's answers on an assessment.

Collusion: Allowing your work to be copied or submitted by another person or helping another person during an examination or other assessment.

Use of unauthorized materials and tools: Using notes, language translation applications, devices, or other course materials during an assessment when they are not allowed.

Premature disclosure of information: Sharing the contents of an assessment with classmates who will experience that assessment at a later time.

Student Responsibilities

- Students do their own work.
- Students ask for assistance from their instructors to clarify understanding.
- Students demonstrate understanding of the difference between collaboration and collusion. When given an assignment to complete as an individual, ethical collaboration can include (with teacher permission) discussing course concepts or texts with classmates, but individual students must still submit work in their own words. It is not okay for two or more students to submit the exact same responses, nor is it okay to work with other students on an assignment if a teacher has expressly instructed students not to do so.
- Students report incidents of academic misconduct to their instructors if they learn of fellow students not adhering to our Academic Honesty Policy.

Parent Responsibilities

- Parents support the academic honesty policy in the Middle School.
- Parents support student learning by allowing students to submit work that accurately represents their skill level; teachers are only able to accurately assess students' progress if the work they submit is 100% their own.
- Parents can also help by emphasizing the importance of the process of learning.

Teacher Responsibilities

- Teachers create assignments that discourage academic dishonesty by ensuring work requires inquiry, creativity, and thoughtful engagement in course material.
- Teachers directly teach methods of research and inquiry that help students demonstrate academic honesty.
- Teachers actively work to develop close relationships with students so that they feel comfortable asking for assistance.
- Teachers, advisors and counselors work with students to help them develop the comfort level and skill needed to say 'no' to another student (even a close friend) who asks them to share their work.

Consequences of Academic Misconduct

First and foremost, when students choose to submit others' work as their own, they are missing out on the opportunity to learn important concepts and skills. Academic misconduct also makes it impossible for teachers to accurately assess and support students' understanding and application of material. If a student chooses to engage in academic misconduct, the following steps will be taken in order to encourage academic and personal growth:

1st Offense:

1. Teacher will discuss issue with student in person.
2. Teacher will notify parents of the issue and will request that parents also discuss the issue with student.
3. Grade for the assignment in question will reflect no credit or an appropriate penalty determined by the teacher in consultation with the Director of Middle School. Depending on the assignment, the student may be required to redo it without earning credit in order to demonstrate his/her learning.
4. Director of Middle School and/or Assistant Director will be notified of and will appropriately document the incident.

2nd and Subsequent Offenses:

1. Teacher will discuss issue with student in person with the Director and/or Assistant Director of Middle School.
2. Director and/or Assistant Director of Middle School will notify parents of the issue and request a meeting.
3. Student will receive no credit on the assignment in question.
4. If the issue is an egregious example of academic misconduct or reflects a pattern of misconduct, the student may face more severe consequences determined by the Director of Middle School and the Head of School, such as suspension or expulsion.

Being a good student does NOT mean having all the answers all the time. On the contrary, admitting a need for help shows maturity. Teachers, administrators and advisors are all here to assist students in any way they can. Because of our commitment to being principled, each of us is expected to “act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. [We] take responsibility for [our] own actions and the consequences that accompany them” (“The IB Learner Profile”). By working together, we can support each other in our commitment to academic honesty - an integral part of becoming well-educated, responsible citizens for a global society.

By signing below, I pledge to conduct myself at all times in an academically honest way.

Student Signature

Date

Student Name (Printed)

I understand the Academic Honesty Policy, have discussed the policy with my student(s), and will support the policy throughout their time in the middle school.

Parent Signature

Date

Parent Name (Printed)

Sources

“Highland Park Senior High School Academic Honesty Policy.” *Highland Park High School*. St Paul Public Schools. n.d. Web.

9 Oct. 2015.

“The IB Learner Profile.” *International Baccalaureate*. International Baccalaureate Organization. n.d. Web. 10 Sept. 2015.