



# Hammond Eastside Magnet Upper IB MYP Academic Honesty Guidelines



## I. Purpose

Academic honesty fosters individual integrity in teaching, learning, and assessment. The vision here at HEMU is for students and teachers to embody academic honesty in every aspect of the learning environment. At our school we take responsibility for our own actions.

## II. Definitions

Academic honesty is a set of values that promote personal responsibility in learning and assessment. These values are included in the Approaches to Learning. Academic dishonesty is a serious violation of the expectations set in our school community. This can include but is not limited to the following:

- **Plagiarism**- the practice of taking someone else's work or ideas and passing them off as one's own.
- **Collusion**- Supporting wrongdoing by another student, such as allowing one's work to be copied or submitted for a grade.
- **Duplication of work**- The presentation of the same work for different assignments.
- **Misconduct**- Refusing to follow directions, taking test materials from a classroom, improper use of electronic devices, etc.

## III. Examples:

- Falsifying records
- Falsifying data
- Sharing passwords, using unauthorized material
- Disclosing information about assessments
- Altering grades
- Phony citation
- Impersonating person
- Misconduct during testing times

It is the understanding of all school personnel that when a student puts his or her name on any assignment, they are submitting it as their own and acknowledging original ownership

## IV. Consequences of Academic Dishonesty

Academic Dishonesty will result in failure for that assignment. Student(s) involved will not receive an opportunity to make-up the assignment. Parents of those involved will be contacted by the teacher and/or administrative team.

## **V. Communication of the Policy**

This policy is available to students, teachers, and parents on our school's website. It will also be communicated to students in the classroom both verbally and visually. Students will sign a contract that proves understanding of the Academic Honesty Policy. The document will be kept on file with the homeroom teacher for one academic year.

## **VI. Policy Review**

This academic honesty policy will be reviewed by members of the school's instructional teams annually.

## **VI. Roles and Responsibility in Supporting Academic Honesty**

Faculty: (including administrators, IB coordinator, teachers, counselors, media specialists, and paraprofessionals)

- Communicate appropriate collaboration versus collusion with each assignment.
- Teach a recognized citation convention for written and unwritten works.
- Demonstrate and model academic honesty in presentations, etc.
- Report and record academic dishonesty through a referral and JCampus notes.
- Assure students in your class understand that when they submit a task as their own, they are representing that they have not received nor given aid on assignments or assessments. Teachers can opt to ask students to use their signature to explicitly assure this point if needed.
- Minimize temptation for academic dishonesty in assignments/assessment situations.
- Communicate with students, parents, counselors, administrators, with concerns and malpractice offenses.
- Teachers, administrators, and counselors involve students in reflection/discussion in the instance of malpractice.

Students:

- Confirm understanding of academic honesty with signature on district Code of Conduct form each year.
- Report academic honesty violations to a trusted member of the school faculty..
- Strive to produce authentic work
- Understand that putting your name on an assignment certifies it as your own work.
- Minimize malpractice temptation by balancing time appropriately.
- Understand proper citation expectations for assignments.
- Ask for guidance when you are unsure.

Parents, guardians:

- Encourage your child to practice academic honesty.
- Encourage your child to cultivate a culture of academic honesty in school.
- Address concerns of academic misconduct with your student and school personnel if necessary.



## Hammond Eastside Magnet Upper IB MYP Academic Honesty Guidelines



**(Student) Please write your first and last initial by each statement.**

- \_\_\_\_\_ **I will** always demonstrate academic honesty in all assignments—hand-written, typed, digitally created, etc.
- \_\_\_\_\_ **I will** only turn in my own original work that I have created at all times.
- \_\_\_\_\_ **I will** help other students to be academic honest at all times.
- \_\_\_\_\_ **I will** always give credit where credit is due—to original authors or sources, if I choose to cite or use their words, their images, etc. in any of my assignments.
- \_\_\_\_\_ **I will** also list ALL sources I used when preparing a Works Cited or Bibliography (images, songs, videos, text, websites, interviews with experts, etc).
- \_\_\_\_\_ **I will** use the APA or MLA citation format for all my papers, projects, fairs, and presentations.
- \_\_\_\_\_ **I understand that if my teacher suspects my work to be academically dishonest, my teacher may use a variety of available resources (including [www.turnitin.com](http://www.turnitin.com)) to check for plagiarism, cheating, cutting & pasting dishonestly from the Internet, etc.**

*I, the student, understand and agree to all of the above.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*I, the parent or guardian, understand and agree to all of the above. I will support my child and his / her teachers in the use of academic honesty. I understand that academic measures will be applied to my child if academic dishonesty occurs. I will check my child's work daily for completion, and to make sure he /she is turning in academically honest work.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*document to be kept on file with the homeroom teacher for one academic year*