

Paso Verde Academic Honesty Policy

Philosophy

Paso Verde places great value on personal integrity and academic honesty and PVS scholars will approach learning with honesty and integrity. We firmly believe that academic dishonesty (of all kinds) denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school. Our philosophy is guided by three of the learner profile attributes:

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Inquirer: Acquire the skills necessary to conduct inquiry and research.

Principles of Academic Honesty

Scholars at PVS will:

- take responsibility for their learning and completion of work
- prepare for and complete assignments in a fair and ethical manner
- understand how to avoid plagiarism and actively ask questions about plagiarism when unsure
- report violations of academic honesty to staff members in a timely manner

Definition of Academic Dishonesty

Academic dishonesty is using a person's work, concepts, designs, ideas, research, or documentation, without giving proper or clear credit to the source. Academic dishonesty includes: lying, cheating, copying assignments, tracing artworks, using or providing unauthorized materials in preparation for an assessment, or using or providing unauthorized materials during an assessment, and other acts. It also includes any attempt (even if unsuccessful) to be academically dishonest.

Paso Verde school is aligned with the International Baccalaureate in their definition of academic misconduct as outlined below in text cited from the *MYP: From principles into practice (Updated 2022)*.



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“The 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.

Academic misconduct includes:

- Plagiarism– the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- Collusion– supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another
- Duplication of work– the presentation of the same work for different assessment components
- Any other behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections).

For most MYP assessments, students are expected to work independently but with appropriate support from teachers and other adults, although there are many occasions when collaboration with other students is an important part of the learning process.”

Definition of Intellectual Property

At Paso Verde we recognize that intellectual property is defined as something you create from your unique thoughts and ideas; imagination made real. This includes any creation, invention, design, ideas, literary or artistic work that is generated from your mind. Oftentimes intellectual property is protected by copyright, trademarks, or patents.

Definition of Authentic Authorship

At Paso Verde we see authentic authorship as an honest and true practice of representing ownership of our work. In this, we commit to only claim authorship of works or products that are original to the creator/writer. We will use citations and acknowledge the original author of any work that is used to support our learning or communication that is not created by us.



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Conventions for Citing and Acknowledging Authentic Authorship

At Paso Verde School we will commit to using the MLA guidance and format to cite and acknowledge authentic authorship.

A standard MLA Works Cited entry is structured as follows: **Author. “Title of the Source.” Title of the Container, Other contributors, Version, Number, Publisher, Publication date, Location.**

To cite sources in MLA style, you need:

- In-text citations that give the author’s last name and a page number.
- A list of Works Cited that gives full details of every source.

Distinction between Collaboration and Collusion

Collaboration (legitimate)	Collusion (unacceptable)
<p>“Collaboration may be loosely defined as working together on a common aim with shared information.”</p> <p>Definition from <i>MYP: From principles into practice (Updated 2022)</i>.</p> <p>“The action of working with someone to produce or create something.”</p> <p><i>Definition from Oxford Language Dictionary, 2022</i></p>	<p>“Collusion occurs when a student uses fellow learners as an unattributed source.”</p> <p>Definition from <i>MYP: From principles into practice (Updated 2022)</i>.</p> <p>“Secret...cooperation or conspiracy, especially in order to cheat or deceive others.”</p> <p><i>Definition from Oxford Language Dictionary, 2022</i></p>
<p>At Paso Verde we encourage and value collaboration in our learning. In true collaboration, all members are engaged and provide input and intellectual effort in the work that is being developed.</p>	<p>At Paso Verde we see collusion as an unacceptable practice where a person or persons support the academic misconduct of another by allowing them to use or take ownership of work that is not their own. This is counter to the spirit of collaboration as it would not include authentic input from all parties involved and provide cited credit to the original source.</p>



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Teacher's Professional Judgment

A teacher's professional judgment guides the implementation of this Academic Honesty Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of scholar misconduct in the light of the Policy, and determining whether the Policy has been violated.

Consequences of Academic Misconduct

The teacher or administrator will:

- Investigate the report of misconduct with all involved parties
- Conference with scholar(s) involved to record statement from scholar about misconduct
- Report misconduct to parent/guardian and administrator
- Give the work product a score of zero
- Require resubmission of work product
- Final product will be scored with a percentage range of 10-20% reduced from score earned
- Repeated academic misconduct will result in a zero score and a meeting with administration

Shared Responsibility for Academic Integrity

Administrators, teachers, parents/guardians and students must understand, accept and share responsibilities for this policy to be effective.

Scholar Responsibilities

The scholar will:

- set aside sufficient time to study
- regularly attend and participate actively in class
- protect work (do not lend or borrow work)
- not look at another's test or allow his or her test to be seen
- not communicate in any form with others during a non-collaborative test
- not represent as his or her own the work of a friend, parent, brother, sister, or anyone else
- not change a test item in any way when the test is returned for review
- not allow one member of a team to do an unequal amount of work
- learn how to paraphrase and summarize properly
- learn how to cite sources appropriately



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- review the policy and take the policy home for their parents to do the same

Parental Responsibilities

The parent/guardian will:

- communicate to the scholar values of moral and ethical behavior
- refrain from placing undue pressure for high grades at any cost
- be aware of a scholar's need for a quiet time and place to study
- support the scholar's efforts, but not do the work assigned for the student
- encourage wise use of time
- review the policy at the beginning of the school year

Teacher Responsibilities

The teacher will:

- review the policy at the beginning of the year and various examples and forms of academic dishonesty that should be avoided
- instruct scholars to take the policy home to parents for their review
- be specific to the expectations for all behavior
- collaborate with the librarian to support academic research skills as needed, etc.
- teach conventions for citing sources
- explicitly teach the skills required for academic honesty, including the ATL skills defined under informational literacy
- clearly explain whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work" so that it aligns with the collaborative expectations
- Grammarly software will be used to support checking for authenticity and ownership of work

Administrator Responsibilities

The administrator will:

- provide copies of the policy to all teachers for distribution
- support teachers in upholding the policy
- ensure that sufficient evidence is collected of academic dishonesty to ensure scholars' rights are protected and appropriate/just consequences are administered
- record incidents or follow-up actions needed in cases of academic dishonesty
- hold parent conferences and other disciplinary meetings as needed

