

Academic Integrity Policy

Hopkins North Middle School IB Assessment Policy

Mission Statement

Our mission is to inspire every student to discover what's possible by thinking critically and creatively, living compassionately and practicing global mindedness in every class, every day. In our communities we will do this by...

- taking risks
- accepting challenges
- learning across boundaries
- caring about each other and the world

Philosophy

The International Baccalaureate Middle Years Program promotes a learning environment that fosters creation and growth. As members of the school community, we demonstrate principled choices in our daily decisions and actions. The Hopkins North Middle School culture promotes positive personal, social, and academic integrity. Academic Integrity is important to maintain fairness in learning and to build trust and credibility as lifelong learners.

Academic Integrity is the principle that guides our actions, helps us to be honest and trustworthy, and directs us to make good decisions on our homework and assessments. (IBO Academic Integrity Document, 2019).

All IB students understand:

- how to create work that is a product of our own thinking and research
- how to give proper credit for the work and ideas of others
- how to work positively in a collaborative group
- how to work independently and be honest on assessments and on homework
- how to responsibly use information technology and social media

Definitions and Examples:

Academic Misconduct is any activity where a student gains an unfair advantage on an assignment or assessment.

Collusion is allowing someone to copy your work, intentionally or unintentionally. This is different from group work or collaboration, where you have permission to work together from a teacher.

Examples of Collusion:

- Sending your homework to a friend who copies it and turns it in
- Letting someone copy your in-class work
- Sharing a Google Doc or photo with someone so they can copy your work
- Sharing answers or information about what is on a quiz or a test with other students
- Using social media to share answers or assignments

Duplication of work is turning in the same piece of work to be assessed in two or more classes without teacher consent.

Examples of Duplication:

- Turning in a 6th grade project in 8th grade
- Turning in the same assignment in two classes

Plagiarism is using the ideas and work of someone else and submitting it as your own.

Examples of Plagiarism:

- Copying another person's work
- Copying and pasting directly from the Internet
- Rewording someone else's words and not giving them credit for their ideas
- Using a language translator then using that translation as your own words

Disruptive Behavior is disrupting the learning environment significantly enough to prevent others from completing work or assessments.

Examples of Disruptive Behavior:

- Talking with other students during an assessment
- Insubordination
- Behaviors such as throwing items, swearing, shouting, etc.
- Using social media to disrupt the learning of others

Academic Malpractice also includes:

- Using hidden notes
- Making up or changing actual data for an experiment/assignment
- Having someone do your work for you, including tutors or your guardians
- Forging another person's signature, including your guardian's
- Posting on social media information that gives other students an advantage

Difference between collaboration and collusion:

Students at Hopkins North Middle School should assume that all work, including homework, is to be done individually unless the teacher gives permission to work collaboratively. Honest collaboration involves working with others to achieve a shared goal.

Examples of collaboration:

- Permission from the teacher to work together on a shared product
- Coaching a classmate to guide them to their final product while making sure they are doing the work (not giving them the answers).

Building a Culture of Academic Integrity:

The Hopkins North Middle School community is made up of students, parents, teachers, and administrators. Each of these partners in the school community play a role in promoting Academic Integrity.

Students practice Academic Integrity by:

- Reading, understanding, and signing the Academic Integrity policy. By signing, students commit to doing their best to submit original work and understand the consequences of academic misconduct
- Utilizing available resources when researching
- Developing research skills and learning to paraphrase and properly cite resources used
- Demonstrating responsible use of internet and social media
- Responding to and reporting acts of academic misconduct

Teachers and staff practice academic integrity by:

- Modeling academic integrity and verifying the authenticity of student work
- Teaching research skills, academic writing, use of online databases, MLA formatting, use of citation tools, and paraphrasing
- Structuring assignments that promote academic integrity and giving students a manageable workload
- Responding to academic misconduct by following the established guidelines (listed below)
- Modeling academic integrity by not using copyrighted materials inappropriately (such as a .pdf of a novel instead of an e-book or physical book)

Administrators practice academic integrity by:

- Embedding academic integrity into the school structure
- Issuing guidance and professional development for teachers on the topic of academic integrity
- Designating a team responsible for leading on academic integrity
- Communicating principles of academic integrity to caregivers
- Publishing the Academic Integrity policy on the school website and in the student handbook

Caregivers practice academic integrity by:

- Reading, understanding, and signing the Academic Integrity policy. By signing, caregivers acknowledge that they have discussed the policy with their student and understand the consequences of academic misconduct
- Encouraging the practice of academic integrity with their student
- Encouraging their student to do their own work, even if it's difficult, and helping them brainstorm ways to access resources when faced with difficulty
- Participating in discussions with teachers and administrators involving instances of academic misconduct by their student

Resources for researching, writing, and crediting the work of others

Hopkins North Middle School uses Modern Language Association (MLA) formatting for research and writing. Students can find instruction, resources, and guidance on MLA formatting and other research skills in the Library Media Center and through digital resources provided by the library.

Consequences for Academic Misconduct:

North Middle School

1st incident:

- Parent contact recorded in PLP
- Students must redo the work or do an alternative assignment, as determined by the teacher, with the potential to earn full credit
- Meet with a teacher, advisor, or media specialist to review the Academic Integrity policy and complete online tutorial work
- Contact admin for documentation in Campus

2nd incident:

- Parent contact recorded in PLP
- Students will receive the opportunity to redo the work or do an alternative assignment, as determined by the teacher, for credit (full or partial)

- Meet with administration to review the Academic Integrity policy and possible disciplinary action if dishonesty continues
- Contact admin for documentation in Campus

3rd incident:

- Parent conference with teacher and administration
- Student Reflection Form on the incident
- Zero on the assignment or a substantial alternative assignment for credit (full or partial), as determined by teacher and administration
- Contact admin for documentation in Campus

Teachers, in consultation with administrators, retain the right to vary from guidelines on a case-by-case basis.

Acknowledgement of the Academic Integrity Policy:

I have read and understand the Academic Integrity Policy for the Middle Years Program at Hopkins North Middle School. I will do my best to submit work that is my own and I am aware of the consequences for engaging in academic misconduct.

Student's Name: _____

Student's Signature: _____ Date: _____

I have discussed this policy with my child and I also understand the consequences of violating the Academic Integrity policy at Hopkins North Middle School.

Parent's Name: _____

Parent's Signature: _____ Date: _____
