



Warren T. Eich Middle School Academic Honesty Policy

INTRODUCTION:

Academic Honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. Academic Honesty is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills.

The Academic Honesty Policy is developed incorporating concepts and references from multiple documents used at Warren T. Eich Middle School (Eich). First, Eich's Mission Statement states, *"To empower all students to develop into lifelong learners who are inquisitive, compassionate and accountable. Students will be encouraged to use critical thinking and integrity in their commitment to bettering our local and global community through service and embracing differences."* Second, academic honesty is part of being "principled", a learner profile attribute where leaders strive to "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." Last, the Academic Honesty Policy supports Eich's Wildcat Way school-wide philosophy of Safe, Respectful and Responsible.

These qualities, when applied in the classroom environment and production of student work, will establish skills that support sound practices in teaching, learning and assessment. These practices are expected to be introduced, modeled and used both in the school setting and in outside daily practices.

DEFINITIONS:

Plagiarism: to steal and pass off (the ideas or words of another) as one's own (Merriam-Webster online dictionary). The act of plagiarism can include, but not limited to, written work, photos, art, music, etc.

Examples of plagiarism (not an exhaustive list):

- Directly copying the work of another person without proper documentation or paraphrasing through online or electronic translators
- Paraphrasing the ideas of another person without proper documentation
- Failing to properly credit any work or answers that have been generated through electronic translation engines, literary summary sources and inappropriate collaboration with other students
- Recycling previously submitted work by oneself or another student
- Using artwork or pictures (including clip art) that was created by another person without proper citation

Collusion: secret cooperation for an illegal or dishonest purpose (Merriam-Webster online dictionary)

Examples of collusion (not an exhaustive list):

- Allowing your work to be copied by another student
- Giving intellectual property (their own or others) to a student with intent to cheat (divide and conquer method where you are not the sole author on an assignment given by the teacher, unless this is part of the assignment)
- Providing information on how to obtain another student's intellectual property
- Providing information on how to obtain assessment tasks (prior to examination)
- Forging documents for another student and/or helping copy documents for another student
- Providing unauthorized notes to another student during an assessment
- Sharing assessment information on content and questions with other students
- Sharing passwords or intentionally bypassing district firewalls

Misconduct: wrong behavior; behavior or activity that is illegal or morally wrong (Merriam-Webster online dictionary).

Example of misconduct (not an exhaustive list):

- Refusing to follow directions, such as taking test materials from a classroom or using prohibited electronic devices

ROLES AND RESPONSIBILITIES IN SUPPORTING ACADEMIC HONESTY:

Faculty (including teachers, counselors, media specialists, aides and support personnel)

The following are the expectations and responsibilities with regard to teaching students the concepts in the Academic Honesty Policy:

- Cover the contents of the Academic Honesty policy in the beginning of the year packet and through the 8th grade Community Project
- Teach a recognized citation convention for written and non-written works
- Provide opportunities to practice the appropriate way to use citation conventions before a final product is due
- Communicate appropriate collaboration versus collusion with each assignment
- Demonstrate and model academic honesty in presentations, etc.
- Report and record academic dishonesty through a Disciplinary Referral or Citation
- Minimize temptation for malpractice in assignments/assessment situations
- Communicate with students, parents, counselors and administrators with concerns and malpractice offenses
- Teachers, administrators and counselors involve students in reflection/discussion in the instance of malpractice

Students

The following are the expectations and responsibilities with regard to producing authentic work:

- Confirm the understanding of the Academic Honesty Policy by signing the Academic Honesty Policy Contract at the beginning of the school year and 8th grade Community Project Contract
- Report collusion violations to the appropriate school personnel
- Cites any sources used in completing an assignment (this includes, websites, videos, art, photos, music, etc.)
- Acknowledge and understand that by putting a name on a paper indicates the work is original and/or cited appropriately
- Ask for guidance when unsure of the appropriate reference expectations

Administration and MYP Coordinator

The following are the expectations and responsibilities with regard to producing authentic work:

- Support Academic Honesty Policy and investigate all counselor/teacher reports of plagiarism and collusion through the use of the Disciplinary Referral or Citation process
- Ensure that all staff, students and parents understand definitions, responsibilities and repercussions in the Academic Honesty Policy
- Ensure the Academic Honesty Policy is applied consistently throughout the school
- Confirm students' educational rights and the right to due process during investigations of possible violations of the Academic Honesty Policy
- Provide staff development and guidance on academic writing and referencing systems that are available
- Provide teachers with material to guide students in maintaining academic honesty
- Make parent and student contact to reflect on malpractice incidents

Parent and Guardian

The following are the expectations and responsibilities with regard to producing authentic work:

- Confirm the understanding of the Academic Honesty Policy by signing the Academic Honesty Policy Contract at the beginning of the school year and 8th grade Community Project Contract
- Encourage your student to practice academic honesty as outlined in the annual Eich Parent-Student Handbook
- Encourage your student to help maintain the school culture on academic honesty by contacting appropriate personnel when violations occur
- Address concerns with your student and school personnel if plagiarism/collusion instances occur
- Monitor hired tutors or outside help to ensure academic honesty practices

CONSEQUENCES FOR ACADEMIC HONESTY:

Plagiarism, collusion and/or misconduct will be discussed with the student, reported to the parent(s) and the appropriate school personnel. Consequences will be administered in accordance with the school's discipline plan, based on frequency and severity of the violation.

REVIEW OF THE ACADEMIC HONESTY POLICY:

The plan will be reviewed every two years.

Original plan created by: Mr. Beadle, Mrs. Gomez, Ms. Woolsey, Mrs. Ball, Mr. Davis, Mrs. Wright, Mrs. Murray, Mr. Benedict, Mr. Stephens, Ms. Divelbiss, Ms. Pinder

Revised 5/5/16: Ms. Shrider, Mrs. St. Germaine, Mr. Beadle, Mr. Buljan, Ms. Turner, Mrs. Atkinson, Mr. Benedict

Revised 5/17/17: Mr. Beadle, Ms. Shrider, Ms. Atkinson, Ms. Allen, Mr. Padilla, Ms. Fasl

CITATION OF SCHOOLS AND DISTRICTS USED IN CREATING THIS DOCUMENT:

International Baccalaureate, Academic Honesty in the IB Educational Context, 2014

Bloomfield Hills Middle and High School, "Academic Honesty Policy"

White Bear Lake Middle School, "IB MYP Academic Honesty Guidelines"