

# Academic Honesty Policy

## Introduction

Academic Honesty is an integral cornerstone of all that we do as students and educators at Hamilton Middle School. As principled learners, we act with integrity and honesty and respect the rights of others. We assert responsibility for our actions and use a restorative approach to correct our errors. Through respecting others' intellectual property, we ensure that all people everywhere have an equal opportunity to display and be acknowledged for their unique talents.

International Baccalaureate 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" (*MYP: From Principles into Practice*, May 2014). IB further elaborates that academic misconduct may include plagiarism, collusion, duplication of work, or any other action that is unfairly advantageous as a result of dishonesty.

## Definitions

- **Plagiarism**- representing the ideas of another person as your own without assigning credit to the original author. Whether the motive is intentional or unintentional, plagiarism is never acceptable at Hamilton Middle School.
  - *Example*- A student finds an essay on the web for Language and Literature. The student presents this essay as his or her own, independent work.
- **Collusion**- allowing another student to carry out academic misconduct without objection. As caring learners, we are committed to a culture of respect.
  - *Example*- A student who completed a math assignment independently allows a friend to copy the same assignment.
- **Duplication of work**- turning in the same piece of work for different assessments or in different subject groups.
  - *Example*- A student turns in a project for National History Day in Individuals and Societies that they turned in for the previous school year's National History Day assignment.
- **Legitimate Collaboration vs. Unacceptable Collusion**- Collaboration is when students are working together, capitalizing on each other's own unique talents, to achieve a common goal. Collusion involves one student taking another student's independent work and representing it as their own.
  - *Legitimate Collaboration Example*- Student A and B work together to compose a script for Drama. They turn in the script as co-authors.
  - *Unacceptable Collusion*- Student A finds a draft of Student B's script in a school recycle bin. Student A puts his name on Student B's script and turns it in as his own.

# Academic Honesty Policy

The table below references some course specific examples of academic misconduct and examples of authentic authorship. However, these examples may be applicable to all subject areas.

<i>Subject</i>	<i>Academic Misconduct</i>	<i>Authentic Authorship</i>
Language Acquisition	A student utilizes an online translator of any kind to interpret or produce language.*  *English Language Learners are exempt from this infraction per teacher discretion.	A student reads, listens to, writes, or speaks the language using their own acquired, authentic vocabulary. Students should be confident that showing competency does not mean producing perfect language. Instead, competency means to show what and how much you know on your own.
Language and Literature	A student reads the online summary of a section of reading instead of the section assigned by the teacher from the actual novel.	A student reads the assigned section and to check their understanding after reading, they reference an online summary.
Individuals and Societies	When tasked with writing their own Declaration of Independence, a student takes ideas from an older sibling's project in the same class from two years earlier.	When tasked with writing their own Declaration of Independence, a student asks an older sibling to peer edit their assignment.
Mathematics	Directions on a homework assignment say not to use a calculator. A student uses a calculator to complete the assignment.	Directions on a homework assignment say not to use a calculator. A student completes all calculations by hand, submits the assignment, then uses a calculator to check work after the assignment is already submitted for grading.
Design	A student is designing an anti-theft backpack. They google anti-theft backpack and recreate an existing design.	The idea of anti-theft backpacks do already exist but a student researches existing designs and develops a completely new design.
Arts	You create and post a video to YouTube without Drake's permission to use "Hotline Bling" in the background.	You get written permission from Drake to use "Hotline Bling" in the background of your YouTube video. You also get extra credit because you personally know Drake.
Sciences	During an Interim Assessment, a student passes a scratch piece of paper with the correct answers on it to a friend who is struggling with the test.	Following an Interim Assessment, a student helps explain strategies to solve the challenging problem to a friend who struggled with the test.
Physical and Health Education	While responding to a do-now on Schoology, Student A waits until other classmates have responded to the post and copies their responses in her own post.	While responding to a do-now on Schoology, Student A posts her own unique response. Once she sees what other classmates have posted, she comments on their posts stating agreement.

# Academic Honesty Policy

## Resources

Hamilton Middle School acknowledges and respects the individual professionalism and preferences of each subject instructor. Therefore, it is the preference of each teacher which mode of citation students use in a teacher's course. Acceptable citations for acknowledging original authorship include, but are not limited to: APA, Chicago Style, and MLA.

- [owl.purdue.edu/owl/purdue\\_owl.html](http://owl.purdue.edu/owl/purdue_owl.html)
  - The Purdue University Online Writing Lab offers resources for MLA and APA citations.
- [nu.libguides.com/citations](http://nu.libguides.com/citations)
  - The National University Library System offers further resources for MLA and APA in addition to Chicago Style citations.
- [easybib.com](http://easybib.com)
- [citationmachine.net](http://citationmachine.net)
  - Both EasyBib and Citation Machine are automatic citation generators that require the input of source information and then format the citation electronically. Though mostly reliable, it is important that scholars are knowledgeable in their citation style in order to double check computer generated citations.

## Roles and Responsibility

International Baccalaureate asserts that academic honesty is the responsibility of all schools, teachers and students. Hamilton Middle School also believes that parents hold a critical role in fostering academic honesty. These roles can be defined as:

- Student- to prepare themselves for further education, students should become familiar with, and accustomed to, respecting other's work as well as becoming confident in their own scholarship abilities. This is accomplished through adhering to this academic policy as well as reaching out to teachers, parents, and the greater school community for guidance in becoming a principled learner.
- Teacher- students require continued guidance and active instruction throughout every year of the program to understand academic honesty, the components of authentic academic work, and assistance in correcting mistakes through appropriate consequences and restorative practices.
- School- Hamilton Middle School strives to provide training and resources to teachers and parents to help students achieve success in all areas, but specifically in the area of academic honesty.
- Parents/Guardians- in order to best support their students, parents and guardians should have open dialogue with their scholars on the principles of academic honesty. Parents should become familiar with the policies their scholars are responsible for adhering to as students at Hamilton Middle School.

# Academic Honesty Policy

## Consequences and Restorative Practices

Hamilton Middle School recognizes that the middle years are a time for growth and learning and promises to hold all students equally accountable for their actions. This accountability is centered on the belief that students must repair any harm done through appropriate restorative practices.

First violation- Restorative conversation with student, teacher, and RJ coordinator. An opportunity to redo the assignment.

Second violation- Restorative conversation with student, teacher, and RJ coordinator. Student will receive a zero on the assignment in question.

Third violation- A formal referral for academic dishonesty with further consequences based on the DPS Discipline Matrix.

\*These consequences may be amended to address particularly egregious cases of academic dishonesty on a case by case basis.

## Sources

*MYP: from Principles into Practice*. International Baccalaureate Organization, 2014.

## Policy Maintenance

- The MYP Committee will review and make any necessary revisions each spring in preparation for the coming school year.
- Upon revision, the policy will be presented to Hamilton's School Leadership Team and Collaborative School Committee for approval.
- The policy will be posted on [hamilton.dpsk12.org](http://hamilton.dpsk12.org) and will be distributed to students, parents, and staff at the beginning of each school year.

## Policy Translations:

Arabic Translation: سياسة الأمانة العلمية [bit.ly/AHArabic](http://bit.ly/AHArabic)

Spanish Translation: Norma de honestidad académica [bit.ly/AHSpanish](http://bit.ly/AHSpanish)