



# ADA MERRITT K-8 CENTER MIDDLE YEARS PROGRAMME ACADEMIC HONESTY POLICY



Students at Ada Merritt K-8 Center strive to achieve the attributes of the Learner Profile, including being inquirers, thinkers and principled. As principled learners, MYP students always strive to conduct themselves with **academic honesty and integrity**, when dealing with teachers, peers, parents and school work.

At the beginning of the year, to prepare to meet their responsibilities with integrity and honesty, students are introduced to the school's academic honesty policy. They review in class a presentation and worksheet that outline academic honesty and what constitutes academic misconduct. They receive guidance on the distinction between legitimate collaboration and unacceptable collusion. They discuss cases and various scenarios with their peers to understand what constitutes academic misconduct, intellectual property and authentic authorship. They acknowledge their understanding of academic honesty requirements and the school's expectations by reviewing and signing the attached Academic Honesty contract and pledge, which they keep in their student agenda.

Throughout the year and the curriculum, across subject groups, students work to acquire the approaches to learning skills that allow them to continue to grow as principled learners such as self-management skills, information literacy, research and communication skills.

The entire school community takes an active role in ensuring that students understand and respect the school's academic honesty expectations.

School responsibilities:

- share and explain academic honesty expectations
- teach skills necessary to avoid academic misconduct
- encourage academic honesty at all times
- share and enforce consequences for academic misconduct.

Students responsibilities:

- know and understand the school's academic honesty policy
- acknowledge understanding of the policy and pledge commitment to it
- complete all work to the best of your ability
- acknowledge resources used
- use time management skills to plan and complete work properly
- behave with honesty and integrity at all times.

Parents responsibilities:

- communicate with school and understand academic honesty expectations
- support child in meeting those expectations
- encourage child's independence and ownership of his/her work.

## **Academic Honesty Policy Review**

The Ada Merritt K-8 Center Academic Honesty Policy is reviewed yearly by teachers and administrators to reflect any identified need for change. It is shared with the school community on the MYP page of the school website at <http://adamerritt.dadeschools.net> .



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Academic honesty is the quality of being a **principled** learner. It is an expectation of the Ada Merritt K-8 Center Middle Years Programme (MYP) that any work presented by an MYP student is his/her own original work, representing his/ her personal learning. This expectation extends to all work submitted: home learning assignments, projects, quizzes, and tests.

The academically honest student:

**DOES**

- Acknowledge help from parents and peers
- Acknowledge the sources of direct quotations and key ideas
- Cite reference materials such as books and websites in a bibliography
- Know what constitutes cheating and abides by the rules
- Follow all exam rules
- Report witnessed cases of academic misconduct.

**DOES NOT**

- Use notes or reference materials during a test unless allowed by a teacher
- Copy from another student's work
- Hand in as his/her own that is partly or entirely someone else's work
- Do assignments for another student
- Offer another student his/her own work to copy
- Remain silent when witnessing misconduct.

IB Learners strive to achieve the attributes of the Learner Profile, including being principled by showing personal **integrity and honesty**. As principled learners, MYP students always strive to conduct themselves with **academic honesty**, when dealing with teachers, peers, parents and school work.

Students at Ada Merritt K-8 Center understand that **plagiarism** (presenting another person's work as your own) constitutes theft and fraud and is classified as a Level II Behavior in the Miami-Dade County Public Schools Code of Student Conduct. MYP students receive instruction in information literacy, and understand that copying another person's work, cutting and pasting from the internet, and using images or other media without crediting the source, all constitute plagiarism. They learn to avoid plagiarism by acknowledging the source of any passage, sentence, key idea, image or other media that they use in their work. They learn to use quotation marks to indicate that they are using someone else's words, and to acknowledge the author. They practice strategies such as note-taking, paraphrasing, summarizing, and citing sources, in order to use written information appropriately.

**Penalties for Academic Misconduct:**

According to the MDCPS Code of Student Conduct, cheating and other forms of misrepresentation are considered **Level II Behaviors** because they significantly interfere with the learning and/or the well-being of others. The following are the consequences for academic honesty violations:

- Parents will be contacted.
- Work will be graded F.
- The student will write a reflection on the importance of being a principled learner.
- The behavior will be documented in Miami-Dade County Public Schools records and in the student's cumulative folder through a Student Case Management Referral Form.

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Student Signature

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Parent Signature

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Date

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## Student Worksheet

In the following scenarios, indicate if the behavior is considered C (Cheating), P (plagiarism) or N (neither). When done, discuss your answers with your group.

Behavior	C/P/N
1. You copied directly from another source and present it as your own ideas and words.	
2. You are completing a group assignment in class. You and your group discuss the worksheet and write exactly the same answers, based on teacher's instructions.	
3. You copy a friend's assignment or let a friend copy yours.	
4. You submit a service request for 10 hours when you actually only completed 5.	
5. You do not understand a homework assignment, and you call a friend to talk about it. Then, you complete the work.	
6. You take a test in period 1 then tell your friend, who will take the test later, what is on the test.	
7. You ask your parents (friend, tutor, ...etc.) to give you feedback on an essay, project, report, etc. Then, you use the feedback to revise and edit your work.	
8. You make a cheat sheet for your next test and look at it to find answers.	
9. You use your phone to look for answers on a test.	
10. You buy an upcoming test from a friend.	
11. Your parents (friend, tutor, ...etc.) revise and edit a draft you worked on. The essay was changed a lot from the draft, and many of the words and phrases were not yours. You then submit the assignment as your own.	
12. You change a grade on a report.	
13. You copy and paste from the internet without citing your sources.	
14. You are working on a group project and you do all the work but still allow other group members to put their name on the work.	
15. You are working on a group project: you agree to divide the work among all group members and submit the work as a group.	
16. A friend sends you a picture of an upcoming test and you say nothing.	
17. While the teacher is not looking, you take a picture of an upcoming test that you saw on her/his desk.	
18. During a test, you look at your neighbor's answers.	
19. You fake your parent's signature on a note sent home.	
20. You call a friend and compare answers on a worksheet after you finish the assignment. You both discuss and clarify ideas. You understand any changes you make in the answers.	



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## **Academic Honesty Pledge**

I acknowledge that I understand what constitutes academic misconduct and I know how to avoid plagiarism. As an IB learner, I strive to be principled and to conduct myself with honesty and integrity. I am aware of the consequences for academic misconduct at Ada Merritt K-8 Center:

- Parents will be contacted.
- Work will be graded F.
- The student will write a reflection on the importance of being a principled learner.
- The behavior will be documented in Miami-Dade County Public Schools records and in the student's cumulative folder through a Student Case Management Referral Form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_