



## ACADEMIC HONESTY POLICY

### Benjamin Elijah Mays High School and Jean Childs Young Middle School IB Partnership

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Benjamin Elijah Mays High School and Jean Childs Young Middle School impresses upon students to produce authentic academic products which demonstrate their personal understanding in all subject areas. Our goal is to sustain an inquiry-based academic setting which attracts students to accept academic honesty as an integral part of the learning process. To that end, it is a chief responsibility of all staff at Benjamin E. Mays High School and Jean Childs Young Middle School to foster and impress academic honesty to our students to submit authentic work that represents the student's individual, original ideas, and or clearly acknowledge the work of others. Academic honesty is one of the hallmarks of a principled IB learner. In congruence with the IB philosophy, Benjamin E. Mays High School and Jean Childs Young Middle School “uphold(s) principles of academic honesty, which are seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment” (IBO, 2009).

Stakeholders at Benjamin E. Mays High School and Jean Childs Young Middle School are committed to the academic, ethical, and social development of all students. Fundamental to the learning process is the trust established between teachers, students, and parents. It is paramount for students to understand when it is appropriate to seek help and where seeking help crosses into academic dishonesty. To support students in meeting the expectation of academic integrity, teachers must describe, explain, model, review and reinforce policies so that all stakeholders at Benjamin E. Mays High School and Jean Childs Young Middle School adhere to the values of honesty and integrity. Students have the responsibility to know and observe the requirements of Atlanta Public Schools and understand that any work is subject to being randomly investigated for academic dishonesty.

Accordingly, in agreement with IB's defining of malpractice and academic misconduct, Benjamin E. Mays High School and Jean Childs Young Middle School recognizes that malpractice is “wrongdoing or an improper practice” that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. To add, academic misconduct is “behavior (whether deliberate or inadvertent) that results in or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.” We strive to create a learning environment where academic honesty is an essential part of the learning and assessment processes.

The Georgia Professional Standards and Atlanta Public Schools established an academic and assessment policy which aligns with IB's philosophy regarding principled learners and learning. Outlined in **Atlanta Public Schools Student Handbook's Progressive Discipline Plan 2023-2024 Code S1 Academic Dishonesty**, academic dishonesty is defined as “receiving or providing unauthorized assistance (to include plagiarizing, copying, use of artificial intelligence, or fabricating data) on classroom project, assignments, exams, or state or national examinations. (p. 54)

1. Violations of [policy JFA Academic Integrity](#) shall be handled as violations of the student code of conduct and addressed via the progressive discipline guidelines in the Student Handbook. Student mastery of the standards covered by the assignment in which cheating was detected will be reassessed with supervision.

## DOCUMENTATION OF SOURCE MATERIALS

Classroom instructors will determine how source materials will be documented i.e., MLA, APA, Chicago/Turabian, etc. Students will be educated in the process of conducting ethical academic research. The line between legitimate collaboration and unacceptable plagiarism is clearly outlined by teachers for collaborative assignments to ensure that students conduct meaningful collaboration, which leads to individual growth. Acknowledgement of all source materials, whether visual, audio, graphic, lectures, interviews broadcasts, maps are subject to proper documentation throughout student documents, films, and oratories as well as on Works Cited page(s). Benjamin E. Mays High School has purchased the license to utilize Turnitin as an additional tool to assist MYP Years 4-5 and DP/CP students in properly crediting the work of all authors and documenting their sources. DP/CP students will be mandated to use Turnitin before submitting their papers for final evaluation. The Likability Coefficient for student papers will be set at no more than 5%.

## DEFINITIONS AND EXAMPLES OF MISCONDUCT

Benjamin E. Mays High School and Jean Childs Young Middle School agrees that a working terminology of what constitutes Academic Honesty will assist students in making informed choices when constructing and authenticating their own work. Defining what constitutes Academic Honesty and Academic Dishonesty helps students to act responsibly and ethically throughout their entire academic career. Pertinent to this discussion are the following:

- Academic Integrity- Intellectual honesty, respect for another's intellectual property, personal truthfulness, and an aspiration for life-long learning for the sake of improving their own intellectual growth and development.
- Academic Misconduct- behavior (whether deliberate or inadvertent) that results in or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.
  - o Taking unauthorized material into an exam
  - o Disrupting an exam session
  - o Communicating with fellow students during an exam session
- Authentic Authorship- undisputed origin of authorship (Collins Dictionary)
- Duplication of work- the presentation of the same work for different assessment components
  - o Presentation of the same work for different assessment components and/or Diploma Program requirements
- Intellectual Property- refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce (World Intellectual Property Organization-WIPO)
- Legitimate Collaboration- acceptable act of collaborating with someone else on assignments in situations and locations such as the classroom, online, media center, lectures, or seminars, or when collaboration directives are expressed by the instructor.
- Malpractice – wrongdoing or an improper practice
- Plagiarism- the representation, intentionally, or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment
  - o Paraphrasing and summarizing someone else's work, and/or work generated by AI, without proper citation
  - o Copying word for word without using quotation marks and/or giving credit to the original source
  - o Failing to properly cite sources used in research
  - o Presenting or submitting work which was done, in whole or part, by someone other than the

- person submitting the work or by generative AI
- Unacceptable Collusion- act of collaborating with someone else on an assessment exercise which is intended to be wholly your own work, or the act of assisting someone else to commit plagiarism (Maguire, 2003)
  - Copying another person's work
  - Allowing another person to copy your work
  - Using unauthorized notes, aids, or written material on assignments and assessments
  - Using unauthorized technology (cell phones, calculators, cameras, wearable devices, generative Artificial Intelligence (AI), etc.) on assignments and assessments
  - Sharing test questions or content with students taking the same assessments at a later time and/or date
  - Purchasing or acquiring papers, materials, etc. and claiming it as one's own work
  - Tampering with a teacher's records or grades

## **STAKEHOLDER RESPONSIBILITIES**

### **Responsibilities of the school:**

- IB Coordinators will review the Academic Honesty Policy with all stakeholders each year.
- IB Coordinators and teachers will contact parents/guardians and participate in the investigation of academic dishonesty and malpractice.
- IB Coordinators will document and report academic dishonesty and malpractice to IBO when necessary.
- IB DP Coordinator will plan, secure, and administer all IB exams.
- Teachers' will review the Academic Policy at the beginning of each semester, exam, and writing assessment.
- All staff will model academic honesty by creating original works and citing when appropriate.
- The Media Specialist and teachers will ensure students are given instructions and guidance on research methods, guidelines on reading and writing skills, appropriate subject group citation practices, and ethical, responsible use of information communication technologies.

### **Responsibility of the student:**

- Read and understand the Academic Honesty Policy.
- Ensure that all work submitted for assessment is authentic, will acknowledge the work or ideas of others fully and correctly.
- Understand the consequences of academic dishonesty and malpractice.

### **Responsibility of the parent:**

- Read and understand the Academic Honesty Policy.
- Understand the consequences of academic dishonesty and malpractice.

## CONSEQUENCES

Programme	Level 1 (1st Offense)	Level 2 (2nd Offense)	Level 3 (3rd Offense)
<b>MYP Year 1-3</b>	<ul style="list-style-type: none"> <li>• Redo assignment</li> <li>• Parent/Student Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Receive a “Missing” grade</li> <li>• Redo assignment</li> <li>• Parent/Student Conference</li> <li>• Documented Discipline Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Receive a “Cheating” and a failing grade</li> <li>• Parent/Student Conference</li> <li>• Documented Discipline Referral</li> </ul>
<b>MYP Year 4-5</b>	<ul style="list-style-type: none"> <li>• Receive a “Missing” grade</li> <li>• Parent/Student Conference</li> <li>• Redo assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Receive a “Missing” grade</li> <li>• Documented Discipline Referral</li> <li>• Parent/Student Conference</li> <li>• Redo assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Receive a “Cheating” and a failing grade will be given</li> <li>• Parent/Student Conference</li> <li>• Documented Discipline Referral</li> </ul>
<b>DP/CP</b>	<ul style="list-style-type: none"> <li>• Receive a “Missing” grade.</li> <li>• Parent/Student Conference with Coordinator.</li> <li>• Conference documented in Infinite Campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Receive a “Missing” grade.</li> <li>• Parent/Student Conference with Coordinator.</li> <li>• Conference documented in Infinite Campus.</li> <li>• Date to begin the appeal process will be scheduled (if necessary).</li> </ul>	<p>Appeal Process (after second offense)</p> <ul style="list-style-type: none"> <li>• Student will write a statement with proof disputing academic misconduct.</li> <li>• Teacher will write a statement supporting allegations of academic misconduct.</li> <li>• IB Disciplinary Panel will review all evidence and determine whether to uphold removal from program.</li> </ul>

## POLICY DISTRIBUTION AND REVIEW

Academic Policy is posted on the Benjamin E. Mays High School and Jean Childs Young Middle School's website and is handed out to the parents at Open House at the beginning of each semester.

IB Teachers review the policy each fall during IB planning meetings.

### **Action Plan to ensure Academic Honesty at Benjamin E. Mays High School and Jean Childs Young Middle School:**

- The Academic Honesty Policy will be reviewed with each student at the start of the school year to ensure students fully understand plagiarism and the consequences. Each student will sign the Academic Honesty Policy attestation. A signed copy of the agreement will be on file with the IB Coordinator.
- If a student enrolls after the semester has started, the student will receive the review at the time of enrollment.
- For Personal Project, Reflective Project, and Extended Essay teacher and peer editing checkpoints will occur to screen for plagiarism.
- The policy will be available to parents on the school website and in the parent center.

Created July 2018

Revised September 2023

## **SUMMARY**

Principled IB learners endeavor to create authentic academic products and understand the nature of academic honesty and academic misconduct. Atlanta Public Schools and its components will work diligently with students to ensure that their working knowledge of pertinent Academic Honesty terminology and instructional practices and expectations are met with fidelity. Commitment to adhere to new Academic Honesty policies set forth by the district and IB will be ongoing.

\*Contents of the policy are subject to change.\*