

BENJAMIN ELIJAH MAYS HIGH SCHOOL

ACADEMIC HONESTY POLICY

Benjamin Elijah Mays High 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 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 "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."

Stakeholders at Benjamin E. Mays High 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 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 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. According to **Atlanta Public Schools Student Handbook 2021-2022 Rule 5.1.1**-It is the responsibility of every student and employee to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Cheating, plagiarism and other acts of academic dishonesty are strictly prohibited. Students who cheat on standardized testing or are repeatedly dishonest can face expulsion or increased consequences. Examples of violations of this rule include, but are not limited to: copying or "borrowing" from another source and submitting it as one's own work; seeking or accepting unauthorized assistance on tests, projects or other assignments; fabricating data or resources; providing or receiving test questions in advance without permission; or working collaboratively with other students when individual work is expected (p. 52).

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. Acknowledgment 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 students in properly crediting the work of all authors and documenting their sources. 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%.

ESSENTIAL TERMINOLOGY

Benjamin E. Mays High 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.
- Authentic Authorship- undisputed origin of authorship (Collins Dictionary)
- Duplication of work- the presentation of the same work for different assessment components
- 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

- 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)

STAKEHOLDER RESPONSIBILITIES

Responsibilities of the school:

- The IB Coordinator provided documentation to the IB teachers with regards to principles and practices of academic honesty as defined by the International Baccalaureate program.
- Teachers' will review the Academic Policy at the beginning of each semester, exam, writing assessment.
- Teachers hold discussions stressing academic honesty to student.
- School will demonstrate and model academic honesty.
- IB Coordinator ensures that all students, parents, and teachers understand what constitutes academic honesty by providing verbal instruction, printed instruction, and additional resources when needed.
- IB Coordinator plans and administers all IB exams.
- IB Coordinator and teachers maintain parent contact and participate in the investigation of academic dishonesty and malpractice.
- IB Coordinator will document and report academic dishonesty and malpractice to IBO when necessary.

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

First Offense

1. A grade of "Incomplete" will be issued for the assignment. Students will be given the opportunity to remediate the assignment after conference with teacher and IB Coordinator regarding the malpractice.
2. IB Coordinator will conference with parent to discuss the malpractice.
3. A letter will go home with student stating the malpractice and Benjamin E. Mays High School's Academic Policy. The letter must be signed by parent and student and returned within two school days. Failure to return signed letter will constitute removal from the program.

Second Offense

1. A grade of "Incomplete" will be issued for the assignment. IB Coordinator will conference with student and teacher to discuss the malpractice.
2. Students will be given the opportunity to remediate the assignment after parental conference regarding the malpractice.
3. A letter will be sent home stating the malpractice and Benjamin E. Mays High School's Academic Policy. The letter will outline student removal from the IB Program. The letter must be signed by parent and student and returned within two school days of delivery indicating whether an appeal of the student's removal is requested.
4. Date to begin appeal process will be scheduled (if necessary)

Appeal Process (after second offense)

1. Student will write a statement with proof disputing academic misconduct.
2. Teacher will write a statement supporting allegations of academic misconduct.
3. IB Disciplinary Panel will review all evidence and determine whether to uphold removal from program.

POLICY DISTRIBUTION AND REVIEW

Academic Policy is posted on the Benjamin E. Mays High 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:

- Each student will receive the Academic Honesty Policy handout on the first day of school each school year. If a student enrolls after the semester has started, the student will receive the handout at this time. Each student and parent will sign the Academic Honesty Policy statement at the end of the policy. A signed copy of the agreement will be on file with the IB Coordinator.
- Each MYP and DP teacher will review the policy at the beginning of each semester to ensure students fully understand plagiarism and the consequences.
- Teacher and peer editing checkpoints to ensure plagiarism is not occurring
- If a student is caught plagiarizing, refer to consequences section of Academic Honesty Policy.

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.