Higher Learning Academy

-Academic Honesty Policy-

HLA Mission Statement

All HLA students will acquire knowledge, concepts, and skills to succeed in their choice of college and career to positively contribute to both their local and global communities.

Our Vision

To prepare our students for the competitive global economy, HLA will provide a safe learning environment that fosters student risk-taking, inquiry, and independent thinking skills.

IB Mission

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Academic Honesty at HLA

At HLA, we believe the academic honesty policy is the foundation that directly connects students to the values and skills "promoting personal integrity and good practice in teaching, learning and assessment". Students develop the attributes of the IB learner profile and clear competencies by creating original, academically honest work, properly citing sources, and through practicing self-management, research, and appropriate collaboration. We believe that the academic honesty policy promotes students to embody the IB learner profile attribute of being *principled* by learning how to "take responsibility for our actions and their consequences." Additionally, all members of the HLA community are held responsible for being ***principled*** by "acting with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities."

What is Academic Misconduct?

At HLA, we define academic misconduct as behaviors that provide an unfair advantage to a student in one or more academic areas. Academic misconduct examples are plagiarism,

collusion, duplication of work/improper citing of others' work, and cheating. We have provided a list of academic misconducts; this list covers many examples, but it is not all-inclusive. HLA teachers work closely with students to ensure that students have the opportunity to practice how to properly give and receive credit for thoughts, ideas, and work.

Academic Misconduct	IB Definition	Example
Cheating	Behavior that gives an unfair advantage e.g. saying you have turned in an assignment when you did not, using cheat sheets, electronic devices, fabricating information trying to earn more time or credit on an assignment, project, or exam.	-Lying to get additional time to complete the assignment or earn additional points. -creating a cheat sheet and viewing it during a test. -leaving the room during an assessment to look at material or devices to find answers. -falsifying data or submitting unauthentic reflections
How to avoid cheating: Always submit your own original work. During tests or assessments do not copy, borrow or look at someone else's work. Be a principled student by acting with integrity and telling the truth. Leave electronic devices in your backpack when taking tests and assessments.		
Collusion	Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.	-You let another student copy your work and turn it in as their own. -sharing the assessment questions or your answers with peers in a different period of the class.
How to avoid collusion: Always do your own work, do not share assessment questions or answers with others when in doubt ask a teacher or administrator for clarification.		
Collusion vs Collaboration: Collusion is unacceptable and collaboration is accepted. Both involve multiple people working on a single product/project. Collaboration involves a preauthorized, intentional, and meaningful learning experience for all people involved.		
Duplication	The presentation of the same work for different assessment components.	-the same paper is used for multiple assessments or assignments in different years or courses.
How to avoid duplication: All work should be original unless discussed with the instructor in advance. Do not turn in the same work for multiple assignments.		

Plagiarism	Plagiarism is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.	-Presenting someone else's work as your own. -Taking ideas from an article or website and claiming they are your ideas. -Failing to give credit to an author, book, article, website or publication intentionally or unintentionally.

How to avoid plagiarism: Always use your own original work and if you do use someone else's work give the author credit by mentioning them and using proper citation. Use multiple sources to form your own opinion, arguments, and understanding of an idea or concept.

Authentic ownership - Creating and using your own original work, asking for guidance if unsure how to note ideas and thoughts of others, properly giving credit using proper citation and caution.

Intellectual property - Intellectual property is a work or invention resulting from creativity of the human intellect and is protected by law. Giving a person exclusive rights that nobody else can copy or reuse the creation, product or idea without the owner's explicit permission. Examples are copyrights, patents, trademarks, trade secrets, registered designs, and moral rights.

Consequences of Academic Dishonesty
At HLA, we believe students are responsible for their actions and are expected to adhere to the classroom Social Contract as well as the school rules and policies. Consequences for students involved in academic dishonesty will be based on teacher and administration discretion after reviewing the type and severity of the academic dishonesty violation. Consequences could include but are not limited to a violation notice, loss of points or no grade for the assignment, new assignment, detention, or suspension.

Roles and Responsibilities
Teacher Responsibilities
At HLA, teachers will clearly define, teach and reteach the academic honesty policy to students through individual and group work. Teachers will support students in developing their responsibility for learning through supervision, monitoring and one-on-one conferences to support student understanding of the policy. Teachers will educate students on properly citing work according to the MLA format. Teachers will inform parents of the academic honesty policy and swiftly report misconduct for appropriate consequences.

Student responsibilities
At HLA, students will adhere to the attributes of the IB Learner profile and academic honesty in promoting the development of clear competencies in creating original work and appropriate MLA style citations. Students will ask clarifying questions regarding the academic honesty

policy and its provision. Students will hold themselves and peers to high behavioral and academic standards to inform the school or teacher if they know of academic dishonesty.

Family Responsibilities
At HLA, families and students will review and sign the Three – Way Pledge at the start of each academic year. The pledge outlines "the importance of families and schools working together to help students achieve high academic standards" for behavioral and academic honesty. Families will help their students understand the importance of being an independent thinker, researcher, and collaborator.

PYP Coordinator Responsibilities
At HLA, the PYP Coordinator is responsible for updating the academic honesty policy, and ensuring it is reviewed, updated and understood by teachers, staff, students and parents. The PYP Coordinator is also responsible for working with the Administrative Team to enforce consequences for academic misconduct.

Communicating the Academic Honesty Policy
At HLA, the academic honesty policy is regularly communicated to all staff, families, students and the school community. The policy will be posted on the HLA website, the PYP Coordinator website, Teacher websites and google classroom, and provided to parents at the initial IB Chat Session of each year. In addition, students will have access to the academic honesty policy on ManageBac through the Service as Action and Community Project sections of the student portal.
Reviewing the Academic Honesty Policy
At HLA, the academic honesty policy will be reviewed and revised every two years by the PYP Coordinator and approved by the administration and staff to ensure it meets the current needs of the scholar population and technological advances.

Responsible citing of resources
At HLA, All PYP and MYP students will be provided age appropriate instruction in proper use of the Modern Language Association (MLA) method for citing resources in their writing. Listed below are examples of MLA citations as seen on the Purdue Writing Lab "Purdue OWL".

The title of the source should follow the author's name. Depending upon the type of source, it should be listed in italics or quotation marks.

A book should be in italics:

Henley, Patricia. *The Hummingbird House*. MacMurray, 1999.

A periodical (journal, magazine, newspaper) article should be in quotation marks:

Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.

An individual web page should be in quotation marks. The name of the parent website, which MLA treats as a "container," should follow in italics:

Lundman, Susan. "How to Make Vegetarian Chili." *eHow,* www.ehow.com/how_10727_make-vegetarian-chili.html.*

The location of an online work should include a URL. Remove any "http://" or "https://" tag from the beginning of the URL.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases*, vol. 6, no. 6, 2000, pp. 595-600, wwwnc.cdc.gov/eid/article/6/6/00-0607_article. Accessed 8 Feb. 2009.

Works Cited

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https://mhischool.net/wp-content/uploads/2020/10/PYP-Academic-Honesty-Policy-2020-1.pdf.
Accessed Jan 5, 2021.

"Academic Honesty Policy" *South Side Middle School*

https://ssms.rvcschools.org/UserFiles/Servers/Server_496833/File/PYP%20Info/PYP%202018-19/PYP%20Policies%20Update%20May2019.pdf Accessed January 25, 2021

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