



### **Andrew P. High School Academic Integrity Policy**

The Andrew P. Hill High School community strongly promotes the value of academic integrity. Andrew Hill seeks to vigorously prepare our students to graduate as morally and ethically responsible lifelong learners with the ability to earn a post-secondary degree, succeed in the 21st century workforce, and effectively support a diverse global society. Therefore, we recognize honesty, trust and integrity are vital components of the education process and students' character development. This policy delineates staff expectations for students in practicing academic integrity, the responsibilities of all stakeholders, and the specific penalties and procedures for academic misconduct.

Students and families should understand and act upon the values of academic integrity and should encourage the highest standards of academic behavior from themselves and their peers.

It is assumed that all work completed for a class is original work created for that class and for a specific assignment. All students at Andrew P. High School commit to following good practices in creating and developing work that does not utilize any unauthorized aid or assistance, that appropriately references primary and secondary sources following recognized academic style guidelines, and was not created through an act of **academic misconduct**.

At the same time, the teachers of Andrew Hill recognize that 21<sup>st</sup> century students have more access to information than students ever had in the past. Subsequently, the teachers know they have a responsibility to teach students about academic integrity, to show them how to cite sources following an appropriate academically recognized style guide, and how to use and evaluate the variety of information sources available with integrity.

**Academic misconduct** is behavior that results in, or may result in, the student or any other student gaining an unfair advantage on an assignment and/or assessment. Examples of academic misconduct may include:

- **Plagiarism:** using the words or work of someone else without acknowledging the source. This includes copying and pasting from online sources, as well as paraphrasing someone else's words. If you take your ideas from another source and try to pass them off as your own, you've committed plagiarism.
- **Collusion:** using or sharing your work with others who submit that work as their own.

- **Duplication of Work:** Copying or willingly sharing any assignment assigned to be done independently. If it is not clear which student did the original work, and which student copied the work, both are guilty of the violation.
- **Misconduct during an examination:** This includes looking at another student's work or paper; talking to or communicating with another student during an exam, test, or quiz; using any unauthorized material or device (including translators, calculators, etc.); giving or receiving test information, in any form, to or from students in other periods of the same teacher or same course, or from previous school years; disclosing or receiving information about the content of an examination paper.
- **Fabrication or Falsification:** the intentional invention and unauthorized alteration of any information or citation in an **academic** exercise.
- **Impersonation:** to have someone impersonate oneself in class, in a test, examination or interview, or in connection with any other type of assignment or placement associated with a course or academic program.
- **Theft or Alteration:** altering or stealing any assignments, exams, or projects. This includes the alteration of grades in a computer database or gradebooks, or altering / vandalizing / destroying the work of another.

The consequences for academic misconduct are dependent on the infraction and may include any or all of the following:

- An "F" or 0 on the assignment
- Conference with the teacher
- Parent/guardian contact via phone, email, or face-to-face meeting
- Informational communication and referral to the student's other teachers, academic counselor, applicable program coordinators, student advisors, and school administrators
- Potential for suspension, permanent removal from the class, expulsion, or referral to law enforcement
- Other consequences as deemed necessary by the teacher and/or administration  
Students and parents should also note that grades of F or 0 could lead to the student failing the class for that semester, thereby not acquiring necessary credits for graduation.

**Teacher responsibilities:**

- Explain to students when collaboration is and is not appropriate on specific assignments completed inside and outside of class.
- Recognize that academic integrity is a learned skill and will take the opportunity to teach students appropriate formatting and citation skills when needed.

- Share the school's academic integrity policy and explain expectations for student work to all of their classes
- Discuss a specific matter of academic misconduct with the student or students involved in the incident
- Alert other stakeholders when an incident of academic misconduct takes place, including but not limited to counselors, program coordinators, department chairs, student advisors, and parents.
- Recognize that students have the right to due process when accused of academic misconduct
- Use district provided plagiarism software (Turnitin, Google Classroom) for appropriate assignments
- Help students learn how to evaluate sources of information and use technological resources with integrity

#### **School responsibilities:**

- Ensure all teachers understand their responsibilities in promoting and developing academic integrity
- Ensure all members of the academic community know the school's academic integrity policy and the appropriate procedures for when academic misconduct takes place
- Support stakeholder groups in resolving all matters of academic misconduct fairly and equitably
- Review and revise this policy periodically as part of the school's evaluation process with input from all community members

#### **Student responsibilities:**

- In adhering to the tenets of academic integrity, demonstrate being "principled" in accordance with the IB learner profile.
- Use appropriate citations and academic formatting practices (MLA, APA, Chicago, etc.), citing all sources used when conducting research.
- Always do their own work
- Seek help during office hours, class, or assistance from the school librarian when in doubt
- Refrain from sharing their individual work with other students to claim as their own

#### **Parent responsibilities**

- Understand the definition of academic misconduct outlined in this policy
- Support and encourage students to act with integrity when completing assignments

#### **Academic Integrity in International Baccalaureate Programs (MYP, DP, and CP)**

International Baccalaureate programs and courses require students to complete a variety of authentic assessments and projects, including:

- Internal assessments in all DP courses
- External assessment projects in group 6 DP subjects, the HL essay in language and literature, and the prescribed title essay in Theory of Knowledge

- Core assessment projects across all programs: Personal project (MYP), Extended essay (DP), Reflective project (CP)

If the school identifies any type of academic misconduct taking place on a required IB assessment prior to the assessment's submission, the appropriate program coordinator will withdraw the student's examination registration, which effectively disqualifies diploma and career program students from receiving official award certification in those programs. Students committing an act of academic misconduct in an IB class or other university-recognized assessment program (Advanced Placement) are still responsible for any applicable examination fees, even if they are withdrawn from the class.

If an IB assessment is submitted to IB but later flagged by an IB moderator or examiner for potential academic misconduct, the program coordinators are required to:

- Launch an on-site investigation, interviewing the teacher or staff supervisor, the student, and any other relevant stakeholder with knowledge of the incident.
- Write a report to submit to the principal and IBO
- Provide copies of the report to the student(s) and parents

Once the coordinator submits the report, IB will issue a final binding decision. All communication regarding the incident must go through the appropriate IB program coordinator managing the assessment.

### **Review and Revision of This Policy**

This policy is reviewed and revised every five years as part of the school's IB evaluation process. IB program coordinators are responsible for setting up the process for stakeholder committees to review, discuss and revise the policies to ensure input from all groups. All 9th grade students receive a copy of the academic integrity policy and return the signature page as part of the admissions process. Students in the DP and CP receive a copy of the policy from the respective program coordinators and return the signature page to the coordinators in the IB office. The public can request a hard copy of the policy from any of the IB program coordinators. A copy will also be available on the school website in the fall of 2023.

### **Resources for Developing Good Academic Practice**

We encourage students and families to consult the following resources to understand the steps needed to avoid incidents of academic misconduct, review proper formatting procedures and see samples of good academic practice:

The IB Effective citing and referencing guide (distributed electronically to all students).  
 The Purdue Owl Online Writing Lab: <https://owl.english.purdue.edu/owl/resource/747/01/>  
 "The Plagiarism Spectrum" retrieved from Turnitin.com:  
[http://turnitin.com/assets/en\\_us/media/plagiarism\\_spectrum.php](http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php)

**Andrew Hill Academic Integrity Policy Signature Page**

I attest that I have reviewed the academic integrity policy, understand the consequences if I engage in an act of academic misconduct and will complete all assigned academic coursework with integrity.

Student name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Student signature: \_\_\_\_\_

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

Parent or guardian name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

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