

Genesee Academy Academic Honesty Policy

Genesee Academy is not only a place to teach and learn and build academic skills, but also a place to teach, learn, and exemplify Islamic morals and values. In keeping with this objective and the requirements of the International Baccalaureate Organization, the school adopts a holistic approach towards preparing and training students academically, ethically, socially, and culturally based on the teachings of the Holy Quran and the example of the Prophet Muhammad (Peace be Upon Him) and the IB Learner Profile.

As principled, open-minded, inquiring members of Genesee Academy, all stakeholders are expected to uphold high standards of conduct. The high standards include but are not limited to integrity, respect, and academic honesty.

Why is it important to promote academic honesty?

- Lack of academic integrity undermines the philosophy of any educational program
- Intellectual property borders have blurred, and students are not clear who owns the information available on the internet
- Students engaging in academic misconduct miss the “learning opportunity”

The following academic honesty policy:

- Defines the key terminology related to academic honesty as used at school
- Outlines the responsibilities of students, teachers, school, and parents
- Outlines measures to provide education and support
- Defines the rights of a student
- Outlines the consequences of academic misconduct

Definitions of Key Terminology Related to Academic Honesty

Genesee Academy and IBO define academic malpractice as behavior that results in, or may result in, a student gaining an unfair advantage in one or more assessment components.

Malpractice includes:

- **Plagiarism:** Representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgement

Examples:

- Copying or paraphrasing directly from a source without a proper citation
- Absence of a bibliography or works cited page
- Paraphrasing, which is: using another’s person’s written words or ideas, although in one’s own words, as if they were one’s own thought
- Borrowing facts, statistics, graphs, or other illustrative material without proper reference, unless the information is common knowledge, in common public use

- **Collusion:** Supporting malpractice by another candidate, as allowing one’s work to be copied or submitted for assessment by another

Examples:

- Letting someone copy your work
- When working in a group, allowing other students the use of your answers, solutions, or ideas

- **Duplication of work:** Presentation of the same work for a different assessment component and/or diploma requirements
- **Misconduct during an examination:** Malpractice includes any other behavior that gains an unfair advantage for a student or that affects the result of another student
Examples:
 - Taking unauthorized materials into an examination
 - Misconduct during an examination
 - Falsifying records
 - Disclosure of receipt of confidential information about assessment
 - Gaining answers/information from someone who has already taken the test
 - Looking at another person's paper or allowing someone to look at your own paper during a test
 - Communicating answers with another person during an exam
 - Altering graded work after it has been returned, and then resubmitting the work for regrading
 - Preprogramming a calculator, or any other device, to contain answers or other unauthorized information for exams

Responsibilities of Stakeholders

Student Responsibilities

Students will:

- Be principled, open-minded, inquiring learners
- Understand the importance of academic honesty in the Middle Years Programme
- Will use own words when submitting assignments
- Cite sources and information
- Properly quote and paraphrase information
- Will not allow others to copy their work
- Acknowledge academic support received
- Understand and adhere to teacher's expectations for individual and group work
- Ask the teacher for assistance when having difficulty with a topic/concept
- Show work/reasoning for math problems and as required

Teacher Responsibilities

Teachers will:

- Discuss, explain, and provide examples for proper citations using MLA format
- Understand the importance of academic honesty in the Middle Years Programme
- Help students understand which sources are legitimate and authentic
- Address academic honesty by showing examples
- Create assignments that require inquiry, originality, and/or creativity
- Help students help others without giving answers or direct solutions
- Delineate responsibilities and expectations for group work
- Maintain fairness and consistency in all aspects of teaching

School/Administration Responsibilities:

The school/administration will:

- Understand and promote the importance of academic honesty in all aspects
- Understand the importance of academic honesty in the Middle Years Programme
- Inform all stakeholders of the academic honesty policy and each group's responsibilities/expectations
- Communicate the importance of academic honesty to all stakeholders
- Support students/teachers/parents in upholding academic honesty
- Provide the resources needed to teachers and students to support rigorous and authentic academic work
- Create awareness of consequences associated with academic dishonesty and ensure that all consequences serve the dual-purpose of both deterring the behavior and educating students on the importance of academic integrity

Parent Responsibilities:

Parents will:

- Support child in authentic academic studies and work which is principled, open-minded, and inquiry-based
- Understand the importance of academic honesty in the Middle Years Programme
- Understand that when helping their child, the student must complete the work independently
- Encourage their child to practice academic honesty
- Address concerns of academic dishonesty with child and school personnel

Measures to Provide Education and Support

All MYP students will be instructed about the importance of academic honesty in all classes. Students will review the academic honesty policy at the beginning of the year and revisit, as necessary. The learner profile traits will be promoted and practiced by all stakeholders which uphold the importance of academic honesty as international-minded student.

A specific emphasis will be placed in the Language and Literature coursework in the use of MLA citations, paraphrasing, and use of authentic sources.

Procedures – reporting, recording, and monitoring

To ensure consistency and fairness, MYP teachers will report any instances of academic misconduct to the administration. The administrator will discuss and review the incident with the teacher and determine if academic misconduct has occurred. The teacher and/or administrator will follow through with appropriate measures as delineated in the Student Handbook.

Rights of student

All students will have the right to be informed and will have the right to be heard.

Consequences of Academic Misconduct

Consequences will be based on the nature and severity of the academic misconduct. The administrator has the right to delineate the extent of the consequences based on the circumstances. In general, the following steps will be adhered to:

- First Offense: Student work will be confiscated and a grade of 0 will be given and a call home to parents/guardians.
- Second Offense: Student work will be confiscated, a grade of 0 will be given, and student will receive half day in-school detention and a call home to parents/guardians.
- Third Offense: Suspension from school (1-3 days).

Review of Policy

Genesee Academy's Academic Honesty Policy will be reviewed annually at the initial orientation week at the beginning of the school year. Administration and MYP teachers will be involved in this review. The review will be guided by IB literature and effective teaching practices. Parent and student feedback will also be considered in this review.

References

"Edgewood Middle/High School Academic Honesty Policy." *Edgewood MYP*, edgewoodmyp.weebly.com/policies.html.

Garza, Celina. "Academic Honesty – Principles to Practice." IB Africa, Europe & Middle East Regional Conference 2014, 16-19 October, PowerPoint Presentation.

"International Baccalaureate MYP Academic Honesty Policy." Bloomfield Hills Schools-. Bloomfield Hills Middle School, Dec. 2014.

International Baccalaureate Organization. *Academic Honesty in the IB Educational Context*, IBO, 2016.