



# ALTURAS

## INTERNATIONAL ACADEMY

### **Academic Honesty Policy**

Academic Honesty at Alturas International Academy is defined and supported in our school Mission statement as shown below. The principle of academic honesty is essential to establish a strong school community. In all our actions at Alturas International Academy we encourage students toward a life governed by the values of honesty and personal integrity. The early and mid-adolescence years are crucial to self development. Student's should strive to develop strategies to create and consume information in the context of building a larger set of values and skills that promote personal honesty and good practice in teaching and learning (International Baccalaureate Organization, 2014, pg. 12).

### **Alturas International Academy Mission Statement**

Alturas International Academy promotes academic distinction, while empowering students to be principled and intellectual leaders as they explore, create, investigate, and analyze in a safe, engaged, collaborative environment that inspires them to make a genuine difference in their local and global community.

### **Why Academic Honesty is Necessary**

The policies and procedures in this document are informed by Alturas Academy's mission and vision and the attributes of the International Baccalaureate (IB) learner profile, and other IB support documents. In teaching, learning, home-life, and assessment, academic honesty serves to promote personal integrity and create respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.

### **Student Responsibilities**

The student is ultimately responsible for ensuring that all work submitted is authentic, with the work or ideas of others correctly acknowledged. It is important that every student at Alturas be familiar with the accepted and adopted procedures in acknowledging the work of another. The

most frequent failure to give credit to other sources of information occurs when seeking information for learning guides or writing prompts. Alturas currently uses MLA (Modern Language Association) 8 formatting. This is not the only source to cite work but is the standard if specification is not given.

Students responsibilities with citing work:

- Reference in the text all material reproduced directly (i.e., copied) from any source. This includes printed material, interviews, websites, and other electronic media.
- If any idea or argument of someone else's work is used, give that individual or organization credit using proper MLA formatting.
- Be safe, when in doubt, cite your work. You may state common knowledge, which does not need to be cited, however if credit is not given where credit is due, plagiarism has occurred.
- Be an IB learner every day. This is one of our essential agreements, and it does apply to citing sources. Procrastination and sloppy work can lead to plagiarism. Analytical work and research take time, try to plan ahead.
- Plagiarism can be defined as submitting someone else's words, ideas, or research as if they were your own. Examples of Plagiarism (not limited to):
- Using unauthorized notes or other aids in a test or copying from or being influenced by another student's work during a test.
- Use of help on tests or take-home tests that are beyond the limits specified by the teacher.
- Submitting the same work to more than one teacher unless both teachers give their permission.
- Using online language translators unless explicitly allowed
- Using an artificial intelligence (AI), internet resource or other individual to write a paper or learning activity for the student

### **Teacher Responsibilities**

All teachers at Alturas share the responsibility of reinforcing best practices and teaching proper research skills.

- Observe the same procedures as students and actively use the MLA convention when providing students with reference material. Teachers should epitomize good academic practice and act as role models for students.
- Provide instruction and support in research, study skills, and MLA citation practices. Teachers should be in small groups to offer advice and guidance to students who need additional support researching and citing information.
- Support and act on school adopted policies, and IB documents and provide input to the leadership team whenever necessary.
- Provide a student lead, collaborative environment where students are encouraged to

- develop their own ideas and thoughts through partnerships, learning guides, and research.
- Assist students in gaining understanding and behaviors necessary to avoid pitfalls in formal high-stakes assessments as well as externally assessed coursework and culminating projects (International Baccalaureate Organization, 2014, pg. 12).
  - Provide rubrics that give specific guidance and showcase examples of proper work and citation whenever work is to be assessed.
  - Teachers should always monitor their classrooms to ensure that students are following school adopted policies for Chromebook use, and research, and academic honesty. This will guard students from being careless about originality of their material and work.

### **Leadership Responsibilities**

Alturas leadership has the responsibility for establishing processes and procedures that supports a school culture that actively encourages academic honesty and personal growth. Alturas' leadership team will:

- Know and provide a framework for academic honesty that aligns with school board adopted policies and the IB program with its supporting documents.
- Provide professional development for teachers and staff about various forms of academic malpractice and ways to teach and enforce honesty in the classroom and workplace.
- Ensure that staff inform parents of support they can provide to teach their children about proper academic honesty, and guards against malpractice.
- Assume any additional responsibilities that arise that go against Alturas' school and workplace standards.

### **Parental Responsibilities**

Parents can provide support by affirming Alturas' IB model and school environment and sharing the school's Academic Honesty Policy with their children, to encourage ethical behavior. Monitoring their children's homework, written assignments, and computer use will help ensure analytical and critical thinking, as well as guard against forms of plagiarism. Parents are at least provided an electronic copy of Alturas' Student Handbook and Academic Honesty Policy. Owl Perdue is also a great online educational resource that parents can use when guidelines or procedures regarding citation are in question.

### **Procedures**

Alturas International Academy has established a behavior policy outline that will also be used to ensure that academic misconduct will be handled in such a way that ensures consistency, fairness, with a timely resolution that further supports students to achieve growth in their academic careers. While a behavior plan is in place, misconducts in any form are dealt with case-by-case and teachers along with the leadership team will work with families to ensure

students continue along the best possible path for themselves.

**Procedures to deal with plagiarism or misconduct:**

- Teacher investigates misconduct.
- Teacher re-directs students, and re-enforces fair practices through explanations, examples, or additional one-on-one instruction.
- If a student continues plagiarism or misconduct, parents will be contacted by phone, and the student along with the teacher will have a phone conference to redirect behavior and choices.
- If a student continues plagiarism or misconduct, parents will be contacted by phone, and a conference will be set up where teachers, students, parents, and leadership attend.
- If misconduct continues:
  - Student has the possibility of being suspended (up to 2 times).
  - After two suspensions, students have the possibility to be recommended for dismissal from Alturas.
  - Parents, teachers, school leaders, and students will have participation in each of these decisions.

In order to best help students avoid plagiarism or misconduct, students will be provided a copy of the Academic Honesty Policy to learn policies and forms of plagiarism. It is important for students to understand the conventions of scholastic procedures and expectations that are set by academic institutions world-wide.

**Aim of Document**

At Alturas International Academy we encourage students toward a life governed by the values of honesty and personal integrity, that is supported by the IB program and the home. Academic honesty is essential to support the civically minded analytical and critical learner. Collaboration is key between teachers, student's parents, and the school to engage students in proper conduct with regards to a child's academia including academic honesty. This document will be supported and used by all parties outlined above, and will be reviewed by Alturas' leadership, and board of directors as changes need to be made, or policies need to be adopted.

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