ADA MERRITT K-8 CENTER
ACADEMIC INTEGRITY POLICY

School Academic Integrity Philosophy
Ada Merritt K-8 Center offers a challenging programme where students strive to develop the attributes of the learner profile. They develop and demonstrate those attributes when meeting their academic integrity responsibilities. They are:

- principled learners, conducting themselves with academic integrity
- courageous, taking ownership of their work and embracing opportunities for growth
- thinkers, considering various opportunities to submit authentic work
- reflective, considering the impact of academic misbehavior
- inquirers, asking for clarification and developing research skills
- open-minded, considering diverse perspectives
- communicators, using strategies such as paraphrasing, summarizing, and citing
- balanced, managing time successfully to avoid last minute pressure
- caring, showing respect for others' work
- knowledgeable, learning tools to conduct themselves with integrity.

The entire school community takes an active role in ensuring that students understand and respect the school's Academic Integrity Policy and share the responsibility of teaching students the ATL skills that will allow them to become principled life-long learners.

Rights and Responsibilities
Teachers:

- Share and explain academic honesty expectations
- Encourage students to create authentic work
- Educate students on plagiarism and ways to avoid it
- Promote the IB learner profile attributes and model academic integrity
- Empower students to develop agency and take ownership of their work
- Teach the necessary skills to avoid academic misconduct
- Share and enforce consequences for academic misconduct

Students:

- Know and understand the school's Academic Integrity Policy
- Acknowledge understanding of the policy and pledge commitment
- Complete all work to the best of their ability
- Ensure that all work submitted is authentic, with the work or ideas of others acknowledged
- Develop and use ATL skills to plan and complete work ethically
- Behave with honesty and integrity at all time
- Accept responsibilities for their actions

Parents:

- Acknowledge their understanding of the school's academic integrity expectations
- Support their child in meeting those expectations
- Empower their child to take ownership of his/her work.

Definitions
Cheating: acting dishonestly in order to gain an unfair advantage. ExL sharing assignments answers, copying another student's work or copying test answers, using unauthorized notes, communicating with others during a test.
Collusion: any kind of cooperation that unfairly advantages a student, or group of students. Ex: allowing others to copy from your test.
Plagiarism: taking someone else's work or ideas and passing them off as one's own. Ex: including the ideas, words or work of others without paraphrasing or citing.
Misrepresentation: giving a false or misleading account of the nature of something. Ex: putting your name on someone else's assignment.

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Consequences of Academic Misconduct

According to the MDCPS Code of Student Conduct, cheating and other forms of misrepresentation are considered **Level II Behaviors** because they significantly interfere with the learning and/or the well- being of others. The following may be consequences for academic integrity misconduct:

- Work will not be accepted, and parents will be contacted
- The student may receive a detention
- The student will write a reflection on the importance of being a principled learner.
- The behavior may be documented in Miami-Dade County Public Schools records and in the student's cumulative folder through a Student Case Management Referral Form.

Tips for avoiding academic misconduct

Don't:

- Cut and paste from the internet or electronic sources
- Copy someone else's work or copy work without citing sources
- Share answers/information during tests.

Do:

- Quote your sources: place quotation marks around the notes you copy and paste
- Quote only what you understand
- Summarize: shorten the passage while keeping the author's message
- Paraphrase: read the passage, understand its meaning and write it in your own words.
- Use citing tools: MLA format.

Academic Integrity School Practices

PYP students, together with their teachers create classroom's Essential Agreements at the beginning of the year, to prepare to meet their responsibility with integrity and honesty. They develop an understanding of academic integrity requirements and agree to specific classroom expectations.

MYP students are introduced to the school's academic integrity policy at the beginning of the year. While all teachers are responsible for ensuring that students understand and comply with the school's Academic Integrity Policy, language arts teachers play a key role in introducing the policy and teaching ATL skills needed to avoid academic misconduct. They review a class presentation that outlines academic integrity and what constitutes academic misconduct.

- Students receive guidance on the distinction between legitimate collaboration and unacceptable collusion.
- They discuss examples and various scenarios with their peers to understand what constitutes academic misconduct, intellectual property and authentic authorship.
- They acknowledge their understanding of academic integrity requirements and the school's expectations by reviewing and signing the attached Academic Integrity contract and pledge.

Throughout the year, across the curriculum and subject groups, students work to acquire the approaches to learning skills that allow them to continue to grow as principled learners such as self-management skills, information literacy, research, and communication skills.

Academic Honesty Policy Review

To ensure that the Academic Integrity Policy is a working document and a resource for all members of the school community, it is revised regularly by a steering committee. Members of the steering committee include representation from the leadership team, counselors, and teachers. Revisions aim to reflect changes in the needs of the local community, and changes in district and IB requirements. The policy is reviewed annually by the faculty, students and parents, who are invited to provide feedback and suggestions. All school policies are shared with the community on the school website at http://adamerrittk-8center.org .

Last review date: August 30, 2022

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Academic Integrity MYP Contract

Academic integrity is the quality of being a **principled** learner. It is an expectation of the Ada Merritt K-8 Center Middle Years Programme (MYP) that any work presented by a student is his/her own original work, representing his/her personal learning. This expectation extends to all work submitted: home learning assignments, projects, quizzes, and tests.
Academically honest students:

DO	DON'T
• Acknowledge help from parents and peers • Acknowledge the sources of direct quotations and key ideas • Summarize, paraphrase, and cite • Cite reference materials such as books and websites in a bibliography • Know what constitutes cheating and abides by the rules • Report witnessed cases of academic misconduct.	• Use notes or reference materials during a test unless allowed by a teacher • Hand in as his/her own work that is partly or entirely done by someone else • Copy work from another student • Do assignments for another student • Share answers/information during tests • Cut and paste from the internet • Remain silent when witnessing misconduct.

IB Learners strive to achieve the attributes of the Learner Profile, including being principled by showing personal **integrity and honesty**. As principled learners, MYP students always strive to conduct themselves with **academic integrity**, when dealing with teachers, peers, parents, and schoolwork.
Students at Ada Merritt K-8 Center understand that **plagiarism** (presenting another person's work as your own) constitutes theft and fraud and is classified as a **Level II Behavior** in the Miami-Dade County Public Schools Code of Student Conduct. MYP students receive instruction in information literacy. They understand that copying another person's work, cutting and pasting from the internet, and using images or other media without crediting sources, all constitute plagiarism. They learn to avoid plagiarism by acknowledging the source of any passage, sentence, key idea, image, or other media that they use in their work. They learn to use quotation marks to indicate that they are using someone else's words, and to acknowledge the author. They practice strategies such as note-taking, paraphrasing, summarizing, and citing sources, in order to use written information appropriately.

Consequences of Academic Misconduct:
According to the MDCPS Code of Student Conduct, cheating and other forms of misrepresentation are considered **Level II Behaviors** because they significantly interfere with the learning and/or the well- being of others. The following may be consequences for academic misconduct:

- Parents will be contacted
- Work will not be accepted
- The student will write a reflection on the importance of being a principled learner
- The behavior will be documented in Miami-Dade County Public Schools records and in the student's cumulative folder through a Student Case Management Referral Form.

Student Signature	Parent Signature	Date

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Academic Integrity Pledge

I acknowledge that I understand what constitutes academic misconduct and I know how to avoid plagiarism. As an IB learner, I strive to be principled and to conduct myself with honesty and integrity. I am aware of the consequences for academic misconduct at Ada Merritt K-8 Center:

- Parents will be contacted.
- Work will not be accepted
- The student will write a reflection on the importance of being a principled learner.
- The behavior will be documented in Miami-Dade County Public Schools records and in the student's cumulative folder through a Student Case Management Referral Form.

Signature:_____ Date: _____

Printed name: _____

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Student Worksheet

In the following scenarios, indicate if the behavior is considered C (cheating), P (plagiarism) or N (neither). When done, discuss your answers with your group.

Behavior	C/P/N
1. You copied directly from another source and present it as your own ideas and words.	
2. You are completing a group assignment in class. You and your group discuss the worksheet and write exactly the same answers, based on teacher's instructions.	
3. You copy a friend's assignment or let a friend copy yours.	
4. You submit a service request for 10 hours when you actually only completed 5.	
5. You do not understand a homework assignment, and you call a friend to talk about it. Then, you complete the work.	
6. You take a test in period 1 then tell your friend, who will take the test later, what is on the test.	
7. You ask your parents (friend, tutor, …etc.) to give you feedback on an essay, project, report, etc. Then, you use the feedback to revise and edit your work.	
8. You make a cheat sheet for your next test and look at it to find answers.	
9. You use your phone to look for answers on a test.	
10. You buy an upcoming test from a friend.	
11. Your parents (friend, tutor, …etc.) revise and edit a draft you worked on. The essay was changed a lot from the draft, and many of the words and phrases were not yours. You then submit the assignment as your own.	
12. You change a grade on a report.	
13. You copy and paste from the internet without citing your sources.	
14. You are working on a group project, and you do all the work but still allow other group members to put their name on the work.	
15. You are working on a group project: you agree to divide the work among all group members and submit the work as a group.	
16. A friend sends you a picture of an upcoming test and you say nothing.	
17. While the teacher is not looking, you take a picture of an upcoming test that you saw on her/his desk.	
18. During a test, you look at your neighbor's answers.	
19. You fake your parent's signature on a note sent home.	
20. You call a friend and compare answers on a worksheet after you finish the assignment. You both discuss and clarify ideas. You understand any changes you make in the answers.	

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