

Alturas Preparatory Academy Academic Honesty Policy

Introduction

Alturas Preparatory Academy (APA) strives to provide a learning environment for all students to be successful. Teachers, administrators, and support staff all strive to support students to make correct choices in their academics by proactively teaching the proper ways to cite evidence, share resources, and collaborate without participating in academic dishonesty. Teachers in the classroom will consistently teach lessons on the different attributes of the IB Learner, and the ATL skills in order to give students the foundational expectation and understanding of what it means to be an IB student at Alturas Preparatory Academy. As educators, the school leaders at APA understand that students are likely to make mistakes, it is our responsibility and hope that we can take these mistakes as learning opportunities to teach students the importance of having academic integrity.

Definitions of Academic Honesty

Alturas Preparatory Academy defines academic honesty as a set of values and skills that promote personal integrity in learning and assessment. It is important that we focus on educating our students on the IB profiles, they are the foundation of student learning. Student learning will be inquiry based and includes responsible use of information, and academic honesty, and acknowledging responsibility and communication of their work. Students can incur in the following forms of malpractice:

Plagiarism: is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment

Collusion: is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another

Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.

Paraphrasing: this is defined as the restatement of someone's work in another form. In order for it to be allowed, the source needs to be acknowledged

Examples:

- Any representation of others' work as your own
- Non original work that is not cited and appropriately referenced in submissions.
- Copying information from a book or a website.
- Failure to identify source of elements of nonverbal work (ie. painting, dance, photo, proof, musical composition, etc) that you've derived your work from.
- Using online language translators unless explicitly allowed.
- Collusion Supporting malpractice by another student, including allowing one's work to be accessed or copied or submitted for assessment by another student.
- Examples:
 - o Helping someone else cheat both deliberately and through support.
 - o Allowing your work to be copied and/or submitted by another student.
 - o Divide and conquer approach where you are not the author of the entire assignment given by the instructor (if not part of assignment).
 - o Representing significantly unequal work as an equal collaboration.
 - o Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future.
 - o Sharing information about assessment content and questions with other students.
 - o Collusion is to be contrasted with collaboration, which we define as multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines.

CONSEQUENCES OF MALPRACTICE

First Offense Students will visit with the teacher in the hall discreetly to discuss their lack of integrity on the assignment or project. The student will call parents to notify them of their choice. The student has the opportunity to complete the assignment with integrity.

Second Offense If the student chooses to plagiarize an assignment or chooses to participate in academic dishonesty a second time, the teacher will coordinate a parent meeting with the administration to discuss how to move forward. A student will be able to discuss with the administration team, teachers and their parents their plan moving forward, and present their case as to why they should be allowed to redo the assignment that was initially plagiarized. As a collective team, a decision will be made as to whether or not the student may redo the assignment for credit.

In this meeting the administration will revisit with the student and their parents Alturas' Student Behavior and Code of Conduct, and make them aware of what the consequences will be if they continue to practice academic dishonesty. Consequences may include but are not limited to: suspensions, failure of the assignment, failure of the class, expulsion.

Third Offense After having met with the parents and the student for the second offense, they will have been notified of the potential consequences. Depending upon the severity and frequency of the plagiarism or academic dishonesty for the third time, the student will be suspended and will not be given the opportunity to redo the assignment.

In case of malpractice in work for an external diploma or certificate (such as the Diploma and IB Courses, PSAT, SAT), the school shall notify the external organization in addition to the above. Given the potential of discrediting APA under such circumstances, the student may also face expulsion.