



Middle School Academic Honesty Policy

Mission Statement

Union Day School community works together to provide students rigor-content rich curriculum parallel with the IB ideals of the Learner Profile. We strive to build a nurturing environment where each student demonstrates a spirit of respect, responsibility, global mindedness and a commitment to academic and civic excellence.

Vision Statement

Union Day School's vision is to promote and foster thoughtful, caring, and creative students. They will be critical thinkers and problem solvers. Students will be confident, prepared for future success and achieve their academic and social potential as life-long learners in the 21st Century. Global Mindedness: We emphasize this as an understanding of how the world is organized and interconnected and the possibilities and constraints facing its people. Globally literate students analyze and think critically about the world and their roles in it. They become fluent investigators of the world, celebrating our diversity as global citizens.

Philosophy

In accordance with the IB ideals and principles, students attending Union Day School will conduct themselves and align their academic honesty in the attributes and traits of the IB learner profile. UDS students are expected to exhibit "principled" behavior, acting with "integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere, taking responsibility for our actions and their consequences" (ibo.org). Union Day School faculty and staff strive to demonstrate and promote the integrity of academic honesty as our core values.

Definition

Academic Honesty

We expect our students to demonstrate the following IB Learner Profile in reference to academic honesty: Inquirers, Open-minded, Principled, Thinkers, Knowledgeable, and Communicators. Students will strive to exemplify academic honesty that is defined as, "a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment" (IBO, 2007). We expect our students to adhere and give proper respect and citations to represent other's work either orally or in written format.

Inquirers: Students possess the skills needed to conduct inquiry, research, and show independence in learning skills.

Open-minded: Students are open to other perspectives and evaluate a wide range of points of views.

Principled: Students act with integrity and honesty and take responsibility and are accountable for their actions.

Thinkers: Students use critical and creative thinking skills to analyze and evaluate and assess global issues.

Knowledgeable: Students explores concepts, issues and ideas that have local and global significance and meaning.

Communicators: Students express and share ideas with clear articulation.

Academic Dishonesty

Academic dishonesty occurs when the following behaviors are displayed: Copying, collusion, plagiarism, unfair practice, and using unauthorized aids.

Copying: Students knowingly and willingly copying the work of others or allowing others to copy their work and answers. This includes homework, classwork, class activities/projects, presentations (slides, power point) and/or assessments.

Collusion: Students knowingly and willingly share information on assignments, tests, etc and representing unequal work as cohesive collaboration.

Plagiarism: Students representing work of others as their own (without proper citations).

Unfair Practice: Students falsifying work, sharing passwords, allowing others to complete their work or completing someone else's assignments.

Using Unauthorized aids: notes, study guides, tools, or technology.

Teacher Responsibilities

Union Days School teachers will provide outline of expectations for assignments. We are committed to instruct and support our students about showing respect for the work of others by using proper and current techniques for citing sources. We strive to assist our students to understand why it is important, "proper citation is a key element in academic scholarship and intellectual exchange." (IB Programme, Effective cite and referencing, 2014). To achieve this, Teachers will:

- Plan, develop and implement explicit lessons on citation procedures
- Discuss and illustrate with explicit directions on acceptable collaboration vs. collusion
- Teach students how to use all forms of resources and search engines adequately, including information and communication technology
- Confer/counsel student(s) whom have violated the Academic Honesty Policy and advise/remind them of infractions and consequences for the proper occurrences
- Report all violations of the Academic Honesty Policy to the proper channel (parents, other teachers, and/or administrator(s))

Student Responsibilities

Students are expected to pursue all their academics with the utmost integrity and honor in all subject matters. All student work submitted will be their authentic and original work; and/or with proper citations where appropriate. Students will:

- Conduct and exhibit academic integrity
- Seek help from teachers when needed
- Be an active participant in their learning
- Report any and all violations of the Academic Honesty Policy
- Avoid engaging in situations where dishonest behavior is displayed
- Sign the Academic Honesty Acknowledgment Form and return it to Homeroom Teacher

Parent/Guardian Responsibilities

Parent/Guardian is expected to be responsible for reading, signing the Academic Honesty Policy form for their child to return to school. They are expected to reinforce and assist their child to adhere to the Academic Honesty Policy in/out of school. Parent/Guardian Will:

- Seek clarification from school when needed
- Discuss/review the Academic Honesty Policy with their child
- Support Teachers and Administrators in enforcing the Academic Honesty Policy

Infractions/Consequences

Violations of the Academic Honesty Policy will be handled by Administrator(s) or designated personnel on a case-to-case basis and will comply with the UDS bylaws and regulations.

Infraction Level	Consequences
Level One (First Offense/incident)	<ul style="list-style-type: none">• Redo assignment/test for partial grade• Counsel with Teacher/Write reflection• Parent notified
Level Two (Second Offense/incident)	<ul style="list-style-type: none">• Zero credit for assignment/test• In-school suspension/after school detention at the discretion of Administration• Write reflection• Parent notified
Level Three (Third Offense/incident)	<ul style="list-style-type: none">• Zero credit for assignment/test• Out-of-school suspension• Write reflection• Parent notified• Marked on report card



Academic Honesty Acknowledgment Form

Please read the Academic Honesty Policy carefully, sign the form below, and return it to the Homeroom Teacher. If you have any questions, please contact the Head of School, Dr. Michael Lindsay at michael.lindsay@uniondayschool.com.

As a Union Day School student, I acknowledge and pledge to abide by the Academic Honesty Policy. I understand that I can always seek help from my teachers and/or Administrator(s) if I have any questions about assignments and I pledge to submit my work as original and authentic work, and/or with proper citations.

Student Name (Printed) _____

Student Signature _____ Date _____

As a Union Day School parent or guardian, I pledge to abide by the Academic Honesty Policy. I have read and reviewed this policy with my child. I understand the importance of academic integrity and I pledge to support my child to adhere to the rules and responsibilities of this policy.

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature _____ Date _____

-This document is a living document, reviewed and updated annually by the Pedagogical Leadership Team for current content and practice.

Developed: 2019

Revised:2023

This policy was inspired and adapted from the following sources:

-MYP: From Principles into Practice, 2014 (ibo.org, p.38)

-Pine View Middle School Magnet:

<https://pvms.pasco.k12.fl.us/wp-content/uploads/pvms/2018/12/PVMS-Academic-Honesty-Policy.pdf>

-The IB Programme Continuum of International Education: Effective Citing and Referencing, 2014 -Charlotte- Mecklenburg School: Piedmont Open IB Middle School:

<http://schools.cms.k12.nc.us/piedmontMS/Documents/Academic%20Honesty%20Policy%20PDF.pdf>