

ACADEMIC HONOR CODE

Overview

“To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the School family, I pledge, on my Honor, not to lie, cheat, or steal in either my academic or personal life, or tolerate those who do.”

Scholar Responsibilities

Every scholar is expected to uphold the highest standards of honor with regard to academics, activities, and other related pursuits. By means of the Honor Code, scholars practice responsible leadership, accept personal responsibility, and develop strong character to create an atmosphere free from suspicion. Violation of the Honor Code include but is not limited to cheating, plagiarism, forgery, which are considered severe discipline problems and are subject to disciplinary action within the by-laws of the Honor Code. We believe that scholars can and must take responsibility for establishing and maintaining standards for their own behavior. At its core, the Honor Code is based on mutual respect and trust. It serves as a written model for what is expected from scholars. It also serves as a pledge to uphold the school’s values while maintaining college preparation as the number one priority.

Taking responsibility for one’s actions is vital to the maturity of each individual. The trust among all scholars in the school builds confidence in the overall school community and enables each scholar to be grounded in the leadership core values of INTEGRITY, INQUIRY, CHOICES, and REFLECTION which guide the scholar’s every decision.

Teachers may require scholars to write the full honor code on major assignments. Actions or attempted actions that run counter to these perceptions are violations to the honor code.

- A scholar’s word is expected to be the complete truth; therefore, lying and forgery are violations of the honor code.
- A scholar’s work is expected to be his/her own, unless properly credited; therefore, plagiarism and cheating are violations of the honor code.
- The property of others is to be respected; therefore, stealing – no matter how minor – is a violation of the honor code

In situations that seem unclear, it is each scholar’s responsibility to check with the teacher or director regarding the honor code. Ignorance of the honor code will not be an excuse for a violation. Scholars who witness an honor code violation are strongly required to report the action to the teacher who will notify the Campus Director. Witnessing an honor code violation and reporting it constitutes honorable behavior and is an expectation for all scholars. Scholars may opt to report a violation through an anonymous referral. Working together, we can ALL create a community of learners that value hard work, creativity, and commitment to college success. It is crucial that every member of the School community – scholars, parents, staff, and trustees – understands the importance of the School Honor Code and strives to maintain its integrity.

Importance of Parent Supports

Parents are a crucial partner in ensuring that scholars understand the importance of academic honesty and how to produce work that is authentic. In order to ensure that parents are involved in supporting our pursuit of academic honesty, the school is committed to:

- Making the policy available online and in the scholar handbook
- Reviewing the policy with parents at parent meetings at least once a year
- Providing parents with resources of how to recognize academic dishonesty
- Involving the parents in consequences and restorative of practices when the policy is breached
- Involving parents in the process of reviewing and revising the academic honesty policy

School Responsibilities

The IB Learner Profile is embedded in all classrooms and courses at Uplift Atlas Preparatory, therefore is the cornerstone to this policy.

We encourage our scholars to be:

- ❑ Inquirers– acquiring the skills necessary to conduct inquiry and research.
- ❑ Knowledgeable– exploring concepts, ideas, and issues.
- ❑ Principled– acting with integrity and honesty, taking responsibility for their actions.
- ❑ Open-minded–seeking and evaluating a range of points of view.
- ❑ Risk takers– defending their beliefs articulately with bravery and respect.

Teacher Responsibilities

In order to promote academic integrity, all faculty are required to include in their syllabi the honor code and key components of the academic honesty policy. Faculty review the expectations with all scholars at the onset of each course, and throughout the school year, offer comprehensive instruction in the skills of paraphrasing, the use of in-text citations, evaluation of sources, text and internet sites, research and writing techniques, and the planning, preparation and execution of research writing assignments.

Furthermore, we help scholars “learn how to learn” and develop essential skills of communication, self-management, and research by embedding the IB Approaches to Learning in our curriculum and instruction. Our faculty is expected to design assessments and tasks that scholars can complete independently or with appropriate amount of scaffolding/differentiation. In addition to creating assessments that scholars can complete independently or with scaffolding/differentiation, teachers are expected to implement a variety of instructional practices and learning experiences that complement the expectations of the assessment. Scholars and faculty are provided access to turitin.com, a cloud-based service that offers plagiarism prevention, online grading, and peer review.

Academic Honesty

Scholars are expected to submit all assignments (from daily homework to major assessments) that are the result of their independent academic efforts. Forms of academic dishonesty include, but are not limited to, the following:

- Plagiarism is a form of dishonesty where a scholar presents the work of another as one's own. Plagiarism is the taking of ideas, writing, etc. from another and submitting them as one's own (Webster's New World Dictionary). It is important to acknowledge that plagiarism is not only the stealing of words but also of ideas. *Plagiarism includes, but is not limited to:*
 - Copying word for word and turning in as your own work information from books, magazines, essays, the Internet, etc.
 - Rewording or rewriting text and information from documents not originally written by you and turning it in as your own work without proper citation.
 - Paraphrasing with minimal word changes (citing the source or not).
 - Borrowing ideas and patterns of thought without proper citation.
 - Printing an essay from the Internet and turning it in as your own work.
 - Using intellectual property, such as songs, photographs, illustrations, videos, etc., without proper citation.
- Collaboration on independent homework/assignments or tests will not be permitted unless permission has been secured from the teacher allowing for cooperative or group work. Scholars are permitted to receive assistance or guidance from others, but the entirety of the work itself and the content must always be the scholar's own.
- Copying and submitting the work of another or submitting work done by another is an act of academic dishonesty.
- Allowing another scholar to copy one's work, quiz, test, or submit one's work, quiz, or test is an act of academic dishonesty.
- Cheating is defined by Webster's dictionary as "dealing with dishonesty for one's own gain." Dishonesty promotes bad character and prevents scholars from gaining a full grasp of information presented to them. Cheating also prevents teachers from fully evaluating the progress of scholars and is a form of theft. Cheating includes, but is not limited to:
 - Using a "cheat sheet" or other unauthorized notes during a test or quiz.
 - Looking at someone else's paper for an answer on a test or quiz and changing an answer.
 - Having someone else do all or part of your homework or assignment for you
 - Failing to mark an answer wrong when self-grading.
 - Telling others or asking others the content of an exam or quiz.
 - Giving a scholar or using an old test without teacher permission.
 - Looking at an exam prior to taking it without teacher permission.
 - Copying someone else's homework or other assignment.

- Splitting an assignment into parts and doing a section, sharing it with others and copying the rest from someone without teacher permission.
- Collaborating on any assignment unless the teacher has specifically designated it as a collaborative assignment.
- Using old assignments written by you or someone else instead of creating new work.
- Using an online translator or other translation in place of your own.

Treatment of Academic Dishonesty

If a scholar is suspected of plagiarism or any other form of academic dishonesty, the following procedure will be followed:

- The scholar's exam, test, or quiz, or assignment will be confiscated by the teacher.
- The paper, exam, test, quiz, or assignment will be submitted to an Administrator for consideration.
- The scholar will be required to meet with the teacher and the Campus administrator for review of the scholar's work, and if found in violation of this policy and the Uplift Scholar Code of Conduct, receive appropriate consequences, which may include:
 - Formal Choice Management Referral write-up
 - Grade reduction on plagiarized work
 - Re-do of plagiarized work
 - Counseling and attendance at Academic Integrity Roundtable with the Dean of Scholars
 - Completion of community service hours
 - Enrollment in academic probation
 - Recommendation for expulsion (for severe and repeated violations)