

McAuliffe International School

Student Academic Honesty Policy

2016-2017

Because we are an International Baccalaureate school, we encourage students to be principled, caring, reflective, and balanced. In the context of academics, this means that students must do and present their work honestly. In other words, they may not cheat.

In this policy, we explain what cheating is, what students can do to avoid cheating, what consequences students will face if they do cheat, and the people to whom students can turn if they have questions or concerns.

Please read this entire policy. Bring it home with you and review it with a parent or guardian. When you are done, sign and date the policy at the bottom to indicate that you have read and understood it and agree to abide by it. Your parent or guardian should sign it, too. Then return the policy to your language arts teacher.

What Is Cheating?

There are numerous definitions of cheating, but they all come down to one basic concept: **You cheat when you are not honest in your conduct or your work.** This means you cheat when you do any of the following:

- claim credit for work that is not your own,
- use unauthorized aids when taking tests or completing assignments,
- submit the same work for more than one assignment,
- make up sources or information, or
- assist other students in cheating.

Examples of Cheating

<p>Copying:</p> <ul style="list-style-type: none">● turning in work that you say is your own but really isn't● cutting and pasting from websites without citation● copying directly from a book without citation● using images, art, drawings, or photos without citation● asking someone to rewrite or re-do your work for you	<p>Helping other students cheat:</p> <ul style="list-style-type: none">● allowing another student to copy your work● sharing information about a test with a student who hasn't taken it yet● helping a student with an assignment in a way that is not authorized● not telling a teacher when you know another student is cheating
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<ul style="list-style-type: none"> • copying another student's work <p>Using unauthorized materials:</p> <ul style="list-style-type: none"> • using any device (such as a cellphone or calculator) or item (such as notes) during an assignment or test that a teacher told you not to use • using the Internet in a way that is not allowed • looking at unauthorized or prohibited websites • using an Internet translator (such as Google Translate) to complete language assignments 	<p>Stealing and interfering:</p> <ul style="list-style-type: none"> • stealing or selling tests or exams • altering a teacher's grade records or class notes • destroying evidence of cheating • falsely accusing another student of cheating <p>Lying:</p> <ul style="list-style-type: none"> • not telling the truth when a teacher asks you about your or another student's work • making up sources, data, or other information
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Avoiding Cheating

You can avoid cheating by being honest and making sure you understand expectations and rules:

- If you don't understand an assignment or test instructions, ask for help!
- If you are getting behind in a subject and feel lost, ask your teacher for help.
- When talking to a teacher, be honest about what you know and what you have done.

Good research habits can also help you avoid cheating. For example:

- Use MLA format to cite ideas, information, quotes, and images that are not your own.
- If you are unsure whether to cite something, go ahead and cite it!
- Use quotation marks around someone else's words.
- Give original thinkers credit for their ideas and information.
- Avoid cutting and pasting text from the Internet.
- Take notes in your own words.
- Use multiple sources.

Consequences for Cheating

Teachers and administrators deal with cheating on a case-by-case basis. That said, the following are possible consequences you will face if caught cheating:

- You will be assigned to Refocus, an after-school detention where you can re-do the assignment or take other actions to rectify the situation.

- Your parents/guardians will be notified of the incident.
- The offense will be entered into Infinite Campus as a Type One Intervention.
- If you repeatedly cheat -- or in particularly egregious circumstances -- you will be suspended.

Where To Go for Help

If you have questions about academic honesty or cheating, get help! A teacher is a good place to start.

If your teachers can't help you or if you would rather talk to someone else, visit Ms. DelPo in the school library or email her at amy_delpo@dpsk12.org.

The school library page on the McAuliffe website has tips for research and citation.

Mrs. Gronholz is happy to provide a guide about academic honesty published by the International Baccalaureate so that you can see how these practices help you become a better world citizen.

The school counseling staff can help you with the kind of social-emotional problems that might make you feel like you can't do your own work.