

Academic Honesty



*A parent's guide for
supporting their student at
Adrian High School*



We want to help you support your student!

It's important to us that you have resources available to support your student as they navigate the academic environment at Adrian High School.

This guide is intended to inform you about the expectations regarding academic honesty, as well as the consequences for academic dishonesty.

Thank you for investing your time to help your student understand the expectations for their high school experience!



What does it mean to be “academically honest”?

Acting with **integrity**.

Ignoring **peer pressure**.

Choosing to **do your own work**.

Asking for **help from your teacher**.

Being **honest**.

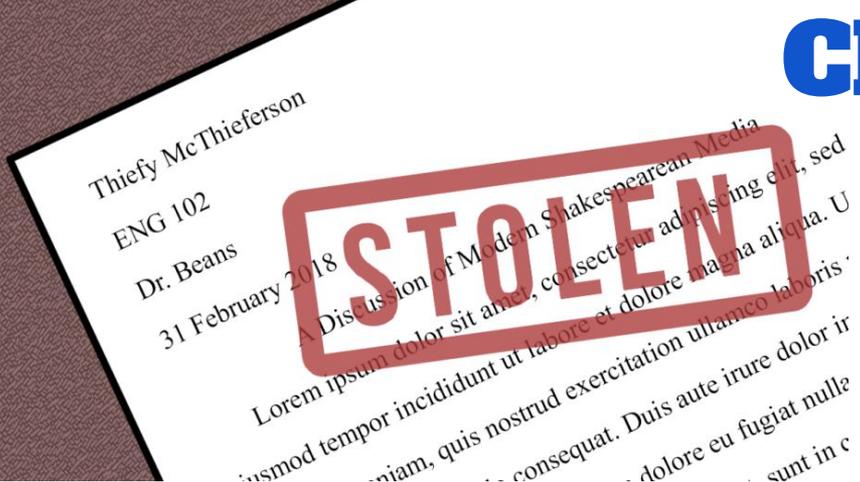
What is “academically dishonest”?

“The representation, **intentionally or unwittingly**, of the ideas, words or work of another person without proper, clear and explicit acknowledgment” (IBO.org).

There are four categories of academic dishonesty:

- Cheating: Plagiarism & Paraphrasing
 - Cheating: Duplication
- Fabrication and Tampering
 - Collusion

Cheating: Plagiarism & Paraphrasing



Examples of plagiarism and dishonest paraphrasing:

- Changing just a few words in a statement, so that the message and ideas are the same, but the text is only slightly altered.
- Not using quotation marks to show that the precise words are someone else's.
- Not providing in-text citations as well as a Works Cited Page

Plagiarism: Representing ideas or work as if it is your own unique and original work, idea, or design, without acknowledging the original creator, writer, or designer.

Paraphrasing: Paraphrasing without acknowledging the original source: Using an author's ideas by rewording or rearranging the author's original words.

Cheating: Copying and Duplication

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Duplication includes copying a past assignment or file and using it in a second class. This includes when just a portion is copied, as well as when a whole assignment is copied.

If your student would like to use an assignment for two classes, they must ask their teacher for permission before doing so.

Examples of duplication:

- Submitting a paper or project in more than one course for a grade.
- Submitting the same work of art for more than one course.
- Using a phone during an exam

Fabrication and Tampering (aka “Making Stuff Up”)

Creating facts that cannot be verified, and changing or altering information.

Examples of Fabrication and Tampering Include:

- Inventing or falsifying data in a laboratory experiment
- Making up a source for a research paper
- Changing historical dates or data in order to make them work in an argument

Collusion

Allowing someone else to copy or cheat off your work, and/or passing on information, in writing or verbally, to another student about a test or exam.



Examples of Collusion Include:

- Writing a paper or project for another student.
- Allowing another student to copy **or take a picture of your work.**
- Informing another student about the questions on a test or exam.

Consequences

Teachers and administrators reserve the right to respond to academic dishonesty with punitive action of varying severity. Consequences for a student's involvement in an act of academic dishonesty may include one or more of the following:

- 1. The student will receive a zero on the assignment/assessment/paper/project***
- 2. No make-up work will be offered to compensate for the zero***
3. The student may serve ISS or Saturday School
4. The student will be dropped from National Honor Society (if a member)
5. The student may face suspension from extra-curricular activities including sports
6. The student may face suspension from Adrian High School
7. The student may be required to relinquish leadership positions (team captain/class officer)

***Consequences 1 and 2 will always be enforced, regardless of the infraction!**

How can I encourage my student to be academically honest?

Consider asking your student these following questions about their work!

- Is this written in your own words?
- Did you write down every time you found information from an online source?
- Do you have a works cited page?

How can I learn how to cite sources?

There are many different online resources, but we recommend:

Purdue University's Online Writing Lab:

https://owl.purdue.edu/owl/purdue_owl.html

Most teachers at AHS will ask students to cite in MLA format.

What is Turnitin.com?

TurnItIn.com is an online plagiarism service that cross-checks your student's work against a database of other work, both on the internet and across schools.

Your student will likely be asked to submit their paper through this website before it is graded, which allows the teacher to ensure that all work is original to your student.