

American Youth Academy's (AYA's)
Academic Honesty Policy

The bases of AYA's Academic Policy are three:

1. The American Youth Academy is an Islamic school and embodies Islamic morals. As such, it expects each of its members - students, faculty, staff and parents - to strive to abide by these Islamic morals, one of the most basic morals being honesty in all matters.
2. The Mission Statement of the American Youth Academy states: "AYA's mission is to provide a safe, nurturing, and stimulating Islamic environment to produce future leaders, who will have achieved academic excellence, are morally and socially responsible citizens, and are well-equipped to interact with the community around them and the world at large." A basic tenet of being a morally and socially responsible citizen is honesty in all matters.
3. As a school aspiring to be an IB World School, AYA must embrace the mission and philosophy of the IB Organization, which holds as a basic tenet, Academic Honesty. AYA must also ensure that all of its policies tie into the IB Learner Profile. As it pertains to Academic Honesty, the IB Learner Profile states that each student must be principled, "which means that candidates act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them." ¹ⁱ [Reference Learner Profile at <http://www.ibo.org/programmes/profile/documents/Learnerprofileguide.pdf>, page. 5]

It is understood and agreed upon that:

- Upon enrollment into the IB Program (assuming AYA receives such authorization), each IB candidate and his/her parent/legal guardian will receive a copy of the *General Regulations: Diploma Programme*. They will also receive training which will cover: Definitions, descriptions and implications of all material covered in the publication, with special attention given to coverage of the provisions relating to malpractice and its consequences.
- Upon completion of the training and before beginning their IB coursework, each IB candidate will also receive a copy, review, agree to abide by, and sign AYA's Academic Honesty Policy.
- Each faculty- and staff-member working with IB candidates will receive a copy of *General Regulations: Diploma Programme*. They will also receive training which will cover: Definitions, descriptions and implications of all material covered in the publication, with special attention given to coverage of the provisions relating to malpractice and its consequences.
- Each faculty-member teaching IB candidates will review with his/her students AYA's Academic Honesty Policy; will review the basic definitions included within the policy and how they might come to play in his/her particular subject/course. Each faculty-member will also advise his/her students on ways to avoid breaking the Academic Honesty Policy.

¹ IB publication Academic Honesty, Pg. 8, 4.4, 2009.

Definitions

1. Plagiarism

"1.an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original

author: *It is said that he plagiarized Thoreau's plagiarism of a line written by Montaigne.***Synonyms:**

appropriation, infringement, piracy, counterfeiting; theft, borrowing, cribbing, passing off.

2.a piece of writing or other work reflecting such unauthorized use or imitation: *"These two manuscripts are clearly plagiarisms," the editor said, tossing them angrily on the floor.*"²

2. Collusion

Working with another student or group of students in an academically dishonest manner. This may include, but is not limited to:

- Allowing another student to copy your homework.
- Allowing another student to use your essay for one of his/her classes.
- Allowing another student to see your exam paper during the examination period.
- Allowing a sibling to use work that you had completed in a previous year or at a previous school.

3. Collaboration as Opposed to Collusion

During collaborative processes, two or more students work together on one assignment. They then submit one report, project, etc. with each of the student's names listed/cited on the assignment. It is the assumption that each member involved in the collaborative assignment participated equally and is deserving of equal credit for the work submitted.

4. Duplication of Work

Copying another student's work and claiming it as your own.

5. Intellectual Property

"Intellectual property (IP) refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce.

IP is divided into two categories: **Industrial property**, which includes inventions (patents), trademarks, industrial designs, and geographic indications of source; and **Copyright**, which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs.

Rights related to copyright include those of performing artists in their performances, producers of phonograms in their recordings, and those of broadcasters in their radio and television programs."³

² <http://dictionary.reference.com/browse/plagiarism?s=t>, March 25, 2013

³ <http://www.wipo.int/about-ip/en/>, March 25, 2013

6. Authentic Authorship

Writing that is done entirely by the stated author. All ideas and thought processes included in the piece written by the author are also the authentic work of the stated author. Nothing has been taken, borrowed or re-shaped from another work by a different author.

7. Malpractice

(Additional Forms of): The list below is taken from the *IB Publication Academic Honesty*, Page 5, 2009.

- Taking unauthorized material into an examination room (such as cell/mobile phone, written notes).
- Leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination.
- misconduct during an examination, including any attempt to disrupt the examination or distract another candidate.
- exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination.
- failing to comply with the instructions of the invigilator or other members of the school's staff responsible for the conduct of the examination.
- impersonating another candidate.
- stealing examination papers.
- using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper.
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of an examination.

Actions the School May Take to Ensure Academic Honesty

- A. The school and/or its faculty will hold regular meetings with the students throughout the year to remind them of the:
 - Different types of Academic Dishonesty and of their consequences.
 - Proper way to cite work taken from other sources, including the internet.
 - Importance of leading their lives honestly and with integrity as members of an Islamic school, as members of an IB school, and as members of a global community.
- B. The school and/or its faculty may require that students submit all rough drafts and outlines for writing assignments, essays and/or research papers when submitting such works.
- C. The school may inspect all materials brought into an examination room. This would include and not be limited to: Jackets, book bags, calculators, notebooks, etc.
- D. The school may require that students be escorted to the bathroom facilities if they request to leave an examination during the examination period.

Citing Sources

A. APA Style

Reference: <http://www.libraries.psu.edu/psul/lls/students/intext.html>

B. MLA Style

<http://library.laguardia.edu/files/pdf/mlastyle.pdf>

Actions to be Taken in the Event Academic Dishonesty is Suspected

- A. The teacher, invigilator, or fellow student will report suspected academic dishonesty to the IB Coordinator in written format.
- B. The IB Coordinator will investigate the incident and make a determination as to whether the dishonest event took place.
- C. If the IB Coordinator reaches the conclusion that the event took place, he/she will submit a written report to the Principal and Vice Principal.
- D. The student will receive an automatic score of "0" on the assignment and/or exam and may face the possibility of expulsion from the IB Program and/or the school.

Declaration of Academic Honesty

I, _____, Gr. _____, by signing this Declaration of Academic Honesty, hereby declare that all work submitted by me for assessment will be my own authentic work.

I also declare that I have read, understand and agree to abide by all of the terms in and of AYA's Academic Honesty Policy and the IB *General Regulations: Diploma Programme*.

I understand that if, at any time, I am unclear as to the meaning and/or implication of any item in the policies, or am unclear as to what constitutes academic dishonesty, it is my responsibility to ask for clarification from either my teacher(s) or the IB Coordinator.

Furthermore, I fully understand that if I violate any terms of AYA's Academic Honesty Policy, I may face the risk of being expelled from the IB Program and the school.

Student's Signature

Date

Parent's/Legal Guardian's Printed Name

Parent's/Legal Guardian's Signature

Date

Witness's Printed Name

Witness's Signature

Date