



American Youth Academy's (AYA's)

Academic Integrity Policy

The bases of AYA's Academic Integrity Policy are three:

1. The American Youth Academy is an Islamic school and embodies Islamic morals. As such, it expects each of its stakeholders - students, faculty, staff, board, and parents - to strive to abide by these Islamic morals, one of the most basic morals being integrity in all matters.
2. The Mission Statement of the American Youth Academy states: "To provide academic excellence in a safe, nurturing, and Islamic environment for the purpose of guiding students to become successful, 21st century global citizens". A basic tenet of being a morally and socially responsible citizen is integrity 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 Academic Integrity as a basic tenet. AYA must also ensure that all of its policies tie into the IB Learner Profile. As it pertains to Academic Integrity, the IB Learner Profile states that each student must be principled, "which means that candidates act with integrity and integrity, 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."

It is understood and agreed upon that:

- ☑ Upon enrollment into the IB Middle Years Programme, each IB student and his/her parent/legal guardian will receive training which will cover: Definitions, descriptions and implications of all material covered in this policy, with special attention given to coverage of the provisions relating to malpractice and its consequences.
- ☑ All teachers will implement academic integrity into lesson plans in order to foster growth in their students. Methods can include moral vocabulary, appropriate responses to academic dishonesty, meaningful quotes, and building self-worth.
- ☑ At the beginning of each year, each faculty-member will review with his/her students AYA's Academic Integrity Policy and 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 Integrity Policy.
- ☐ Parents and students will read and sign the Declaration of Academic Integrity at the beginning of each school year.

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.
2. a piece of writing or other work reflecting such unauthorized use or imitation.

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

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
- use your essay for one of his/her classes
- see your exam paper during the examination period
- 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. 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. "¹

5. 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. "Different author" includes any creator of written work: living, deceased, or artificial intelligence.

¹ <http://www.wipo.int/about-ip/en/>, March 25, 2013

6. Malpractice

(Additional Forms of): The list below is taken from the *IB Publication Academic Integrity*, 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.

7. Examples of Academic Dishonesty

Examples not explicitly stated in any of the above definitions:

- Employing an AI program to create any part of an assessed piece of coursework
- Using translation software to assist in an assessed piece of coursework, unless explicitly instructed to do so by a teacher
- Allowing another person to assist in any portion of an assessed piece of coursework, including parents, siblings, tutors, and peers, unless explicit permission has been given by the teacher.

Actions the School May Take to Ensure Academic Integrity

- 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

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

B. MLA Style

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html

Actions to be Taken in the Event Academic Dishonesty is Suspected

- A. The teacher, proctor, or fellow student will report suspected academic dishonesty to the appropriate administrators.
- B. The administrator will investigate the incident and make a determination as to whether the dishonest event took place.
- C. If the administrator reaches the conclusion that the event took place, he/she will submit a written report to the Head of School.
- D. The student will receive an automatic score of "0" on the assignment and/or exam and may face the possibility of expulsion.

Reflection & Revision of AYA's Integrity Policy

As with any policy, AYA's Integrity Policy must be reviewed and analyzed on an annual basis by a committee of teachers and administrators to determine if any changes are needed. This analysis will be based on implementation of current policy, assessment of student and teacher success, demographics of the school, and other variables which may influence the policy's success.

If changes are found to be warranted/needed, they will be made and implemented and again reviewed after a one-year cycle.

Declaration of Academic Integrity

I, _____, Gr. _____, by signing this Declaration of Academic Integrity, 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 Integrity Policy.

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 Integrity Policy, I may face the risk of being expelled from 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