



College Park Middle School
 an International Baccalaureate World School
Academic Honesty Policy



At College Park Middle School, students are expected to be **principled** learners who show a high standard of academic honesty and submit work with integrity. This honor policy ensures each student has a clear understanding of what constitutes academic honesty, how to authenticate authorship, the meaning of intellectual property and a thorough understanding of the meaning of academic dishonesty/malpractice.

We believe every student has the opportunity to succeed. We provide a positive learning environment which supports development by celebrating our successes and learning from our failures. We foster a growth mindset in students. Each academic year begins with a fresh start focused on academic and personal success.

Malpractice includes (but is not limited to):

- **Collusion:** allowing one's work to be copied or submitted by another and/or releasing information about an assessment to another person.
- **Duplication:** presenting the same work in different assessments.
- **Electronic Devices:** any cell phone, smart watch, recording device or other electronic device in a student's possession during an assessment or in a testing room.
- **Falsification:** purchasing and/or submitting pieces of written work by someone else, misrepresenting community service or forgery of a parent signature.
- **Plagiarism:** representing ideas or work of another person as one's own; including but not limited to excessive repetition of poor paraphrasing, improper citation and/or improper idea borrowing.

Examples of malpractice (but is not limited to):

- printing multiple copies of the same assessment and different group members turning in the same assignment
- purchasing an assignment or a text online or from another person
- modifying someone else's work and turning it in as your own without citing the original author
- taking unauthorized material into an testing room (such as an electronic device or written notes)
- using a calculator when one is not permitted
- using a foreign language translator to change words from one language to another and/or submitting translations as his/her own words
- telling students in a later class period or an absent student what material is on an assessment (face to face, written or with social media).

Collaboration vs. Collusion:

Collaboration and group work is often encouraged. When submitting assignments, students may base their findings on similar data from the group work, however each student must submit the assignment in his/her own words. Collusion defined as two or more students submitting the same paper, paragraphs or narrative.

Teachers are responsible to teach and students are responsible to know, understand and apply:

- the academic honesty policy and consequences of malpractice violations
- standards of integrity and ways to avoid malpractice
- proper MLA citation methods using tools such as Citation Machine, EasyBib, Purdue Owl, etc.
- methods for verifying paraphrasing, quoting and citation methods with tools such as Turnitin.com when submitting work online through Canvas
- the approaches to learning skills of organization, time management, research and critical thinking to complete work in a timely fashion with integrity.

Consequences for Malpractice:

Level One: first violation of the year

- warning and one opportunity to correct the malpractice or submit an alternative assignment
- teacher notifies parents and fills out the Academic Honesty Malpractice Form
- IB coordinator reviews the Academic Honesty Policy with the student
- student completes a written Academic Honesty Reflection
- the IB coordinator notifies all the student’s teachers of the malpractice

Level Two: second violation of the year

- zero grade and at the teachers discretion, an alternate assignment to replace the zero
- all Level One consequences 2-4
- IB coordinator notifies the Dean of Discipline and a detention is assigned

Level Three: third violation of the year

- all Level Two consequences
- IB coordinator meets with parents and places the student on Academic Probation
- IB coordinator notifies the Dean of Discipline and an OCPS Referral is submitted

Level Four: repeated offences of the year

- all Level Three consequences
- possible dismissal from IB and/or return to home “zoned” school.

Student Agreement

I have read the IB MYP Academic Honesty Policy. I understand that it is important to demonstrate academic honesty. I know that if I violate the Academic Honesty Policy, I will face the consequences outlined in this policy, which range from failing assignments to dismissal from the IB Middle Years Programme.

Student Name: _____ Student Signature: _____ Date: _____

Parent/Guardian Agreement

I have read the IB MYP Academic Honesty Policy. We/I understand that academic honesty is very important and agree to support our/my child to demonstrate academic honesty and avoid malpractice. We/I understand that if my child participates in malpractice, he/she will face the above consequences, which range from failing assignments to dismissal from the IB Middle Years Programme.

Name(s): _____ Signature(s): _____ Date: _____