Frank C. Martin International K-8 Center
IB Middle Years Programme
Academic Honesty Policy

Philosophy

According to IB, academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills (IBO, *Academic Honesty*, 2009). Students at Frank C. Martin International K-8 Center are expected to strive to develop the attributes of The IB Learner Profile that are embedded throughout the curriculum and in the school's daily life. Therefore, the IB Learner Profile is the cornerstone to the school's Academic Honesty Policy. In developing Frank C. Martin's academic honesty policy we encourage our students to be:

- Inquirers – who acquire the skills necessary to conduct inquiry and research
- Knowledgeable – who explore concepts, ideas and issues
- Principled – who act with integrity and honesty, take responsibility for their own actions
- Open-minded – who are accustomed to seeking and evaluating a range of points of view
- Risk takers – who are brave and articulate in defending their beliefs.
- Reflective – who give thoughtful consideration to their own learning and experience

These qualities, when applied to learning and student work, will establish skills and behavior which support good practices to be found in the classroom, used for homework and continued to examination level. The good practices are expected to be introduced, modeled and used throughout the school. Most of these practices will also be clearly articulated in the Student Honor Code on page 11 of the middle school Agenda Book.

Forms and Definitions of Academic Dishonesty

Cheating is defined as using unauthorized answers or sources to receive credit for schoolwork. Some examples are looking at someone else's paper, copying from your notebook when you are supposed to use only your memory (e.g., on quizzes and tests), or copying someone else's homework because you did not complete yours. Additional examples include receiving or giving outside help on online assignments or tests, obtaining test materials or questions before the test is administered and unauthorized use of computer programs, including searching for or purchasing answer keys.

Plagiarism is defined as a form of cheating when you present another person's words, images or ideas as your own without giving the originator credit for the information. Some common examples of plagiarism are copying information from a book without using quotation marks and without including a bibliography at the end of the assignment listing the sources used. All information in academic assignments that is not common knowledge must be cited and documented. An example of common knowledge is: Miami is a city in Florida (Miami-Dade County Code of Student Conduct, p. 50).

General Guidelines

At Frank C. Martin International K-8 Center, we place a high value on honesty and this extends to work submitted for assessment. Teachers are expected to work with students from the beginning of

their participation in the MYP, to develop shared understandings about cheating, plagiarism, and other instances of academic dishonesty. Our expectations are set out below. All members of the community need to be aware that the school treats academic dishonesty as a very serious matter.

The academically honest student in Grades 6, 7 & 8:

DOES

- His/her own work
- Acknowledge help from parents, other students and friends
- Acknowledge the source of direct quotations
- Acknowledge information taken from books, CD-ROMs and the Internet
- Acknowledge reference materials in a bibliography
- Know what constitutes cheating and abides by the rules
- Bring the action of others who cheat to the attention of school officials
- Follow all exam rules.

DOES NOT

- Use notes during a test unless allowed by a teacher
- Have hidden answer keys to an assessment
- Copy from another student during a test
- Copy from the homework of another student
- Hand in work as his/her own that has been copied
- Do homework for another student
- Give another student his/her own work to copy
- Communicate with other students during a test.

In a cohesive and comprehensive way, students will receive instruction in:

- Use of the Library and Internet
- Basic note taking and study skills
- Simple paraphrasing and summarization of source material
- Ways to acknowledge sources informally in writing and speech
- Relevant use of direct quotations and citations
- Simple ways to acknowledge information derived from electronic sources
- Writing a bibliography
- What constitutes cheating.

Progressive Discipline Plan for the Promotion of Academic Honesty Policy

1st OFFENSE

- ✓ Student receives a "zero" for the assignment
- ✓ Document incident in gradebook (Conduct Flag)
- ✓ Teacher notifies parents
- ✓ Lower final conduct grade by 1 letter for that quarter

2nd OFFENSE

- ✓ Student receives a "zero" for the assignment
- ✓ Document incident in gradebook (Conduct Flag)

- ✓ Teacher notifies parents
- ✓ Lower final conduct grade by 1 letter for that quarter (If this incident occurs again in the same quarter, that will be a second conduct grade drop).
- ✓ Student goes to Intervention Counseling
- ✓ Student placed on academic probation

3rd OFFENSE

- ✓ Student receives a "zero" for the assignment
- ✓ Document incident in gradebook (Conduct Flag)
- ✓ Teacher notifies parents
- ✓ Lower final conduct grade by 1 letter for that quarter (If this incident occurs again in the same quarter, that will be a third conduct grade drop).
- ✓ Student goes to Intervention Counseling
- ✓ Students receive a SCAM (this affects their magnet school application)
- ✓ Students placed in SCIS
- ✓ All activities and privileges are revoked for the remainder of the school year. This includes field trips and special events including participation in 8th grade MYP IB ceremony.
- ✓ Student considered for program exit.

(Consequences must be strictly enforced)

Adopted by consensus of the faculty on …