
ACADEMIC HONESTY POLICY

Herbert A. Ammons Middle School
International Baccalaureate Middle Years Program



School Philosophy

Academic honesty is the quality of being honest about the work you submit, how you completed it, and how you help others in their efforts to complete assignments. At Ammons Middle School, we place a high value on honesty, extending to all work submitted by students: home learning assignments, projects, quizzes, and tests. Our expectations are that students demonstrate the IB Learner Profile characteristics, especially Principled. All members of the AMS IB Community need to be aware that the school treats academic dishonesty as a very serious matter.

Alignment with IB Guidelines

This Academic Honesty Policy aligns with the International Baccalaureate (IB) Middle Years Program (MYP) framework, supporting the development of students as principled learners who demonstrate integrity. The policy is designed to ensure that academic honesty is embedded across all subject groups and grade levels, fostering a consistent and ethical approach to learning.

Definitions of Academic Misconduct

The IB defines academic misconduct as deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another student is also regarded as academic misconduct. It is also an act that potentially threatens the integrity of IB examinations and assessments that can happen before, during, or after the completion of the assessment or writing time of the examination, both paper-based and on-screen.

Types of Academic Misconduct:

1. **Coursework:** This includes unauthorized assistance, using AI tools, or duplicating work. Such acts undermine fairness, as the work no longer reflects the student's genuine effort.
2. **Written and On-Screen Examinations:** Examples include possessing unauthorized materials, disrupting others, writing offensive content, or using social media to share exam materials.

Characteristics of an Academically Honest Student

An academically honest student:

- Submits originally produced work.
 - Acknowledges the sources of direct quotations and key ideas.
 - Cites references using MLA formatting.
 - Understands and abides by rules regarding cheating and plagiarism.
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Examples of Academic Misconduct

Examples include:

- Using notes during a test without permission.
- Offering or copying work from peers.
- Submitting AI-generated content as original work.
- Misusing collaborative efforts as collusion.
 - **Collaboration:** Working together as permitted by the teacher to solve a problem.
 - **Collusion:** Working together when not permitted or directed to do so.

Students understand that plagiarism constitutes theft and fraud. Plagiarism includes presenting work produced by AI or another person as one's own. Students learn to avoid plagiarism by acknowledging the source of any passage, sentence, key idea, image, or other media used in their work. They learn to use quotation marks for direct quotes and practice strategies such as note-taking, paraphrasing, summarizing, and citing sources.

Implementation of Academic Honesty Policy

Teachers may evaluate student work at their discretion to monitor adherence to the academic honesty policy. Online plagiarism tools such as SimCheck or TurnItIn may be used for evaluation.

Monitoring and Evaluation

Teachers consistently monitor adherence using tools like TurnItIn and SimCheck. Subject-specific guidelines ensure equitable practices across all disciplines. Regular work reviews evaluate the policy's effectiveness.

Consequences for Misconduct

According to the MDCPS Code of Student Conduct, cheating and other forms of misrepresentation are classified as Level II Behaviors. Consequences may include:

- Failing grades on assignments.
- Parent/guardian contact.
- Participation in school-based programs focusing on behavior modification (e.g., detentions, counseling sessions).
- Suspension from school for one to five days.

For repeat offenses, the principal may authorize the use of PLAN III for Level II infractions.

School-Wide Understanding

The Academic Honesty Policy is communicated to students, parents, and staff through the acceptance packet, parent-student orientation sessions, workshops, and classroom discussions. Faculty receive ongoing professional development to ensure consistent application of the policy.

Advice for Students

To ensure academic honesty, students are encouraged to:

- Take notes and paraphrase what they read.
- Cite the sources of their information.
- Plan and work ahead.
- Ask questions when unsure or needing help.

Recommended Citation Generators:

- www.citationmachine.net
 - www.easybib.com
 - www.bibme.org
 - www.owl.perdue.edu/owl.research_and_citation/resources.html
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Connection to Approaches to Learning (ATL) Skills

This policy directly supports the development of ATL skills:

- **Research Skills:** Locating and evaluating sources.
 - **Self-Management Skills:** Organizing work and meeting deadlines.
 - **Communication Skills:** Appropriately acknowledging others' contributions.
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Policy Review

The Academic Honesty Policy will be reviewed annually by a committee comprising teachers, administrators, and student representatives. Updates will address evolving IB requirements, new technologies, and community feedback.

Acknowledgment

As part of the acceptance packet, and at the beginning of every school year, parents/guardians are encouraged to review this information with their child before signing the school's Academic Honesty Policy.

I have read and discussed the AMS Academic Honesty Policy with my parent/guardian.

Parent's/Guardian's Signature

Student's Signature

Date