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# ACADEMIC HONESTY POLICY

Herbert A. Ammons Middle School  
International Baccalaureate Middle Years Program



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## 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 and this extends 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 Integrity and Principled. All members of the AMS IB Community need to be aware that the school treats academic dishonesty as a very serious matter.

The academically honest student:

### ***DOES***

- ❑ Acknowledge help from parents and peers
- ❑ Acknowledge the sources of direct quotations and key ideas
- ❑ Cite reference materials such as books and websites in a bibliography
- ❑ Know what constitutes cheating and abides by the rules

### ***DOES NOT***

- ❑ Use notes or reference materials during a test unless allowed by a teacher
- ❑ Copy from another student's work
- ❑ Hand in work as his/her own that is partly or entirely someone else's work
- ❑ Do assignments for another student
- ❑ Offer another student his/her own work to copy.

Students at Ammons Middle understand that **plagiarism** (presenting another person's work as your own) constitutes theft and fraud, and is classified as a Level 2 Behavior in the Miami-Dade County Public Schools Code of Student Conduct. MYP students receive instruction in information literacy, and understand that copying another person's work, cutting and pasting from the internet, and using images or other media without crediting the source, all constitute plagiarism. They learn to avoid plagiarism by acknowledging the source of any passage, sentence, key idea, image or other media that they use in their work. They learn to use quotation marks to indicate that they are using someone else's words, and to acknowledge the author. They practice strategies such as note-

taking, paraphrasing, summarizing, and citing sources, in order to use written information appropriately.

## Consequences

According to the MDCPS Code of Student Conduct, cheating and other forms of misrepresentation are considered **Level II Behaviors** because they significantly interfere with the learning and/or the well-being of others. With a **LEVEL II Behavior** at least one of the following procedures/consequences are acceptable:

- Work will be graded Z (no credit)
- Parent/guardian contact
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior (Administrative detentions and/or parent/child night counseling sessions)
- Suspension from school for one to five days

For repeat offenders the principal may authorize the use of **PLAN III** for **Level II** infractions.

## Advice for Students

To ensure that you are being academically honest we recommend that you:

- Take notes and paraphrase what you read
- Cite the sources where you get your information
- Plan and work ahead
- Ask questions when you are unsure or need help

Recommended Citation Generators:

[www.citationmachine.net](http://www.citationmachine.net)

[www.easybib.com](http://www.easybib.com)

[www.bibme.org](http://www.bibme.org)

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.

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Parent's/Guardian's Signature

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Student's Signature

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Date