

Windsor Mill Middle School

Academic Honesty Policy

Purpose

The purpose of the academic honesty policy is to inform students, parents/guardians, and staff of their roles and responsibilities in understanding, stopping, and avoiding academic dishonesty in their classes at Windsor Mill Middle School and Baltimore County Public Schools.

Philosophy

Academic honesty is a set of values that promote personal integrity and good practice in teaching, learning and assessment. At Windsor Mill Middle School we are committed to guiding students in becoming principled individuals with a high degree of academic honesty. The school community must work collaboratively to create a school culture that develops the skills necessary to guide students in becoming knowledgeable inquirers capable of communicating effectively with integrity.

Academic Dishonesty in the MYP includes:

Cheating. This is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.

Plagiarism. This is defined as the use of the ideas or work of another person, such as copying language from a book or electronic without source citation.

Collusion. This is defined as helping another person cheat, such as allowing another student to copy your work.

General Guidelines for Academic Integrity of Student Work

Demonstrating Academic Integrity

It is imperative that students approach everything they do with a sense and understanding of integrity. Windsor Mill Middle School students are expected to act with integrity in their

dealings with each other, administration, staff, and teachers. This integrity must extend to their academic work as well. In order to show academic integrity, students must...

Do

- His/her own work
- Acknowledge help from parents, other students, and friends
- Acknowledge the source of direct quotations
- Acknowledge information taken from books, databases, the Internet, and the use of someone else's intellectual property
- Acknowledge reference materials in a bibliography or the use of citations
- Know what constitutes cheating and abides by the rule

In order to show academic integrity must also be aware of what to avoid. In order to show academic integrity, students...

Do Not (Unless allowed by the teacher)

- Use notes during a task
- Copy another student's responses during a task
- Allow other students to copy their responses during a task
- Communicate with other students during a task
- Copy homework from another student
- Submit someone else's work product as their own
- Allow another student to turn in your work as their own
- Submit research assignments without proper citation or a bibliography

Teachers and Staff's Role in Ensuring Academic Integrity

The administration, teachers, and staff at Windsor Mill Middle recognize that in an information age, ease of access and amount of information that students can find creates grey areas for students. Therefore, understanding that they play a pivotal role in education students on academic integrity, the Windsor Mill Middle School faculty agrees to instruct students in...

- The development of Approaches to Learning communication and research skills
- The meaning of intellectual property, cheating, plagiarism, and collusion
- Paraphrasing and adaptation of source material
- The relevant use of direct quotations and citations
- Ways to acknowledge sources informally, in writing and speech
- The preparation of bibliographies, and citation of resources

Consequences for Participation in Academic Dishonesty

In accordance with Baltimore County Public Schools Student Handbook, academic dishonesty is considered a “Category I Offense”. Consequences for a Category I offense include...

- Exclusion from participation in extracurricular/co-curricular programs or activities
- Assigning student to a school-based detention after school
- Assign student an in-school suspension
- Suspend student from school when interventions or support did not result in behavioral changes.

Using this guidance, Windsor Mill Middle School will assign the following consequences.

First Offense of Academic Dishonesty

- A zero will be given to the student
- A comment of “Academic Dishonesty” will be given as a comment on the student’s grade report
- Referral to IB Coordinator for discussion of academic integrity

Second Offense of Academic Dishonesty

- A zero will be given to the student
- A comment of “Academic Dishonesty” will be given as a comment on the student’s grade report
- Student will not be allowed to resubmit the assignment for credit
- Parent Conference will be held with the teacher and the appropriate Department Chairperson

Third Offense of Academic Dishonesty

- A zero will be given to the student
- A comment of “Academic Dishonesty” will be given as a comment on the student’s grade report
- Student will not be allowed to resubmit the assignment for credit
- **Referral to appropriate grade level administrator for conference with student**

Re-Evaluation of Academic Honesty Policy

Windsor Mill Middle will review and revise this policy as needed at the first Leadership Meeting of the year in August. Members present will be provided with copies of this policy ahead of time in order to have educated discussion about the policy and revisions that might be necessary. Revisions will be made by the IB Coordinator, and copies of the policy will be re-delivered to staff regardless of whether or not changes were made.

