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Ponce de Leon Middle School
International Baccalaureate Middle Years Programme
Academic Honesty Policy

Ponce de Leon Middle School promotes, teaches, values and mandates that all our students use personal integrity in all areas of their lives, particularly academic honesty as it pertains to every assignment whether graded or not that they participate in. Students are commended and rewarded through the year for their honesty and if necessary disciplined if found to have violated this policy.

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
- Follow all exam rules.

DOES NOT

- Use notes or reference materials during a test unless allowed by a teacher
- Copy from another student's work
- Hand in 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.

Our students strive to achieve the attributes of the IB Learner Profile, including being principled by showing personal integrity and honesty when dealing with teachers, peers, school work, their families and society at large.

A grade level orientation is held every year where a counselor goes over Miami-Dade County Public School's Code of Student Conduct and this document. Students at Ponce de Leon Middle are taught 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.

Violations to this policy-

Following 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. The following are the consequences for academic honesty violations:

- Parents will be contacted.
- Work will be graded Z.
- If the teacher allows the student to submit a make-up assignment in place of the plagiarized work, the grade of the second assignment will be averaged with the Z grade.
- The student will write a reflection on the importance of being a principled learner.
- The plagiarism incident may be documented in Miami-Dade County Public Schools records and in the student's cumulative folder through a Student Case Management Referral Form.
- A second offense may result in suspension from school, as prescribed in the M-DCPS Code of Student Conduct.

Student Signature

Parent Signature

Date