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**Academic Honesty Policy**

**Philosophy**

Piedmont Middle, in accordance with the International Baccalaureate Organization (IBO), recognizes the importance of academic honesty and emphasize to our students the importance and benefits of properly conducted academic work. Piedmont students put forth the time and effort required to produce work that is their own.

**Definition**

“An authentic piece of work is one that is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, written or oral, completed by a candidate for assessment must wholly and authentically use that candidate’s own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.” Academic honesty: guidance for schools. 2003. Geneve. International Baccalaureate Organization.

Piedmont students are principled learners. As defined by the IBO, our students are taught and expected to “act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. They take responsibility for their actions and consequences associated with them.” The following table provides some examples across the five Approaches to Learning (ATL) Skills for which our students are held accountable.

ATL Skill	Student Expectations
Communication Skills	<ul style="list-style-type: none"><li>▪ Ask for guidance if unsure rule</li><li>▪ Report violations to a teacher or trusted staff member</li></ul>
Social Skills	<ul style="list-style-type: none"><li>▪ Working collaboratively and contribute effectively in group work</li><li>▪ Acknowledge the work of group members</li></ul>
Self-Management Skills	<ul style="list-style-type: none"><li>▪ Minimize temptation of wrongdoing by managing own time on assignments</li><li>▪ If an instance of misconduct occurs, intentionally or unintentionally, report it</li></ul>
Research Skills	<ul style="list-style-type: none"><li>▪ Understand and correctly use proper citations</li><li>▪ Understand that putting your name on assignments certifies it is your own, authentic work</li></ul>
Thinking Skills	<ul style="list-style-type: none"><li>▪ Effectively conduct peer assessments and contributions on group work</li></ul>

## Academic Dishonesty

Academic dishonesty occurs when students do not do their own work, do not behave with integrity, and/or do not complete assignments in accordance with the guidelines set forth by their teachers.

The following table provides some behaviors that constitute academic dishonesty.

Behavior	Examples
<b>Copying</b>	<ul style="list-style-type: none"><li>▪ Copying the work of another student. This includes homework, class work, class activities, projects, and/or assessments</li><li>▪ Willfully allowing another student to copy their work or answers</li></ul>
<b>Collusion</b>	<ul style="list-style-type: none"><li>▪ Premature discussion of assessments and/or sharing information on assignments, tests, etc.</li><li>▪ Stealing exam materials</li><li>▪ Representing unequal work as collaboration</li></ul>
<b>Plagiarism</b>	<ul style="list-style-type: none"><li>▪ Copying information from a book or website without proper citations (title, author, date, page numbers, etc.)</li><li>▪ Misusing quotation marks, paraphrasing, and in-text citations that makes the authorship unclear</li><li>▪ Failure to identify sources from diagrams, paintings, drawings, photos, music, maps, etc. when work has developed from it</li></ul>
<b>Using unauthorized aids</b>	<ul style="list-style-type: none"><li>▪ Using notes, study guides, tools, or technology, unless authorized by the teacher</li><li>▪ Using peer, parent, or other assistance on work/assessments, unless authorized by the teacher</li></ul>
<b>Receiving inappropriate assistance</b>	<ul style="list-style-type: none"><li>▪ Using online language translators, unless authorized by the teacher</li><li>▪ Helping someone else cheat or otherwise promoting academic dishonesty</li><li>▪ Allowing someone (friends, parents, guardians, siblings, tutors, peers, etc.) to complete your work or completing someone else's work</li></ul>
<b>Unfair practice</b>	<ul style="list-style-type: none"><li>▪ Falsifying information</li><li>▪ Sharing passwords</li><li>▪ Misconduct during testing</li></ul>

## Rights of Students

If suspected of a breach of academic honesty, teachers and/or administrators will review the incident to determine the appropriate action. Violations of the Academic Honesty Policy will be

handled on a case-to-case basis and will also comply with Rule 6 of Charlotte-Mecklenburg Schools Rights and Responsibilities handbook.

**Rule 6 MISREPRESENTATION (Honesty):** A student will be honest and submit his/her own work. (p.11)

**Teacher and Staff (*Media Specialists, Resource Teachers, Counselors, Administrators*) Responsibilities**

Piedmont teachers and staff will outline expectations for assignments and will instruct students about proper techniques for citing sources. Teachers and staff will minimize temptation for academic dishonesty within their classrooms and other curricular/ extracurricular activities. Additionally, they will demonstrate and model academic honesty through lessons, presentations, etc. for students.

**Student Responsibilities**

Students will read the Academic Honesty Policy for understanding and sign it each year of attendance at Piedmont. They are responsible for seeking clarification when needed and for following directions as stated on/for assignments. Students will report malpractices if known.

**Parent/Guardian Responsibilities**

Parents/Guardians are responsible for reading, signing, and returning the Academic Honesty Policy each year they have a child/children at Piedmont. They are expected to reinforce the Academic Honesty Policy with all assignments for their child, both in and out of school. They are responsible for seeking clarification when needed.

**Consequences of Academic Dishonesty**

Students will accept consequences for not following the Academic Honesty Policy as follows:

Number of Infractions	Consequences
First Offense	<ul style="list-style-type: none"><li>▪ Loss of credit on the assignment/ task</li><li>▪ Parent contact</li></ul>
Second Offense	<ul style="list-style-type: none"><li>▪ Loss of credit on the assignment/ task</li><li>▪ Parent contact</li><li>▪ Team conference with student</li></ul>
Third/ Additional Offenses	<ul style="list-style-type: none"><li>▪ Loss of credit on the assignment/ task</li><li>▪ Parent contact</li><li>▪ Administrative referral<ul style="list-style-type: none"><li>○ Consequences could include suspension and/or revocation from the magnet program.</li></ul></li></ul>

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**Academic Honesty Policy**

Please carefully read the Piedmont Academic Policy, sign the form below and return it to the home base teacher.

**As a Piedmont Middle School student, I pledge to abide by the academic honesty policy. I understand that if I have any questions about assignments that I need to ask and I will always submit my own work with proper citations.**

Student Name Printed: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**As a Piedmont Middle School parent or guardian, I pledge to abide by the academic honesty policy. I have read and reviewed this policy with my child. I understand the importance of academic honesty and I will emphasize the importance and benefits of properly conducted academic work.**

Parent/Guardian Name Printed: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_