

**J.M. Alexander Middle School Academic Honesty Policy
2012-2013**

Statement of Philosophy

We believe that in order to promote scholarship throughout the International Baccalaureate program, we need to maintain core values of honor and integrity. We want to create a culture of shared responsibility and honor. The immediate goal of the IB program at J.M. Alexander Middle School is to prepare our students for high school, and the ultimate goal is to nurture integrity and honesty in students as citizens of the world. We strive for our honor policy to be instructive and supportive.

Responsibilities

Students are responsible for:

- Understanding the types of conduct which are deemed unacceptable and, therefore, are prohibited by this policy.
- Refraining from committing any act of cheating, plagiarizing, facilitating, academic dishonesty, abusing academic materials, stealing, or lying.
- Refraining from acts of intimidation, threats of physical harm, or threats of retribution in an attempt to prevent the testimony of another member of the JMA community (student or teacher) at any time after charges have been made.
- Reporting every instance in which the student has a suspicion or knowledge that academic conduct which violates this policy or its spirit has taken place to the faculty member responsible for instruction, or to a member of the JMA administrative staff.

Teachers are responsible for:

- Understanding the procedures of this policy relative to how teachers are to handle suspected instances of academic dishonesty.
- Developing an instructional environment that reflects a commitment to maintaining and enforcing academic integrity.
- Handling every suspected or admitted instance of the violation of the provisions of this policy in accordance with the procedures set forth in this document.
- Protecting honest students from being taken advantage of by those who behave dishonestly.
- Ensuring that any person accused under the provisions of this document is accorded the protections of due process.
- Modeling correct use of copy-right and source attribution in the classroom.

The IB Coordinator and Administrative Staff are responsible for:

- Ensuring that documentation of honor code violations are recorded, but remain confidential and accessible only by appropriate parties.
- Administering appropriate consequences for violations as provided by this policy.
- Evaluating annually the effectiveness of the measures taken by teachers to promote academic integrity.

Parents are responsible for:

- Teaching their student to assume responsibility for learning
- Reading and understanding the JMA Honor Code
- Promoting proper student conduct and learning
- Helping avoid academic dishonesty by questioning their student and/or teacher as to the extent exterior sources can be used on an assignment.
- Assisting the school with proper discipline of the student.

- Meeting with school officials to discuss matters related to discipline.

Defining Dishonesty

According to the [International Baccalaureate Diploma Program Regulations](#), “malpractice is behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. *Malpractice* includes the following:

Cheating: Using or attempting to use unauthorized materials, information, notes, or study aids or devices; obtaining unauthorized assistance and submitting it as one's own individual efforts; copying from another student's assignment (including homework) or test; receiving assistance from another person during assignment or test, which includes through the use of a cell phone or computer.

Plagiarism: Representing orally or in writing in any assignment the words, ideas, or works of another without proper and customary acknowledgement of the source.

Collusion: Inappropriate communication with others about tests and assignments.

Falsification: Creating or communicating untrue information.

**A note about intention*: It matters not what one's intentions are in these areas; these violations can occur without specific intent. We are obliged to be responsible for maintaining integrity for all graded assignments.

Consequences

When a teacher finds evidence of an honor code violation, the incident will be referred to administration. The teacher and administrator will administer consequences consistent with the policies set forth in Charlotte Mecklenburg Schools' Rights and Responsibilities Handbook for instances of misrepresentation (Rule 6: page 11).

Additional Actions

The school will consider implementing the following actions to support this policy:

- School-wide mandatory use of EZBib as a citation tool.
- Fair use policy for teachers – both for printed and electronic postings
- Add an honesty policy to all formal assessments
- Define the difference between cheating and collaborating