



# Pine View Middle School Academic Honesty Policy

As an International Baccalaureate Middle Years Programme (MYP) Candidate School, all stakeholders at Pine View Middle School strive to personify the Learner Profiles in all aspects of our lives.

As Pine View Panthers who are acting as *principled* learners, *knowledgeable* people, and *thinkers*, we demonstrate the following:

**Principled:** We act with integrity and honesty. We take responsibility for our actions.

**Knowledgeable:** We explore concepts, ideas and issues.

**Thinkers:** We use both critical and creative thinking to approach complex problems. We understand that sometimes there are no simple answers.

“The District School Board of Pasco County is a community of students and educators committed to excellence in education leading to college, career and life readiness. Academic integrity is an expectation and a vitally important area of focus as a learning organization. Students with academic integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

Students at all levels are expected to pursue their studies with integrity and honesty in all school settings. All work that a student submits will be the original and authentic work of the individual student unless otherwise specified in the assignment.” - Pasco County Schools Student Code of Conduct p. 6-7.

## **Expectations of stakeholders:**

### **Students will...**

- Exercise academic integrity in all aspects of their work
- Refuse to participate in or tolerate violations of academic integrity and non-principled academic behavior in the school community
- Seek inspiration from the ideas of others and acknowledge the source
- Prepare sufficiently for all types of assessments
- Be reflective of their level of knowledge and seek extra help from teachers when needed
- Avoid engaging in cheating, plagiarizing and lying
- Use sources in the prescribed manner
- Report any violations of the Academic Honesty Policy
- Seek out a teacher, the MYP Coordinator or an administrator with questions regarding the policy
- Students are expected to sign an Academic Integrity Statement on specified tests, papers and reports:  
“I have neither given nor received unauthorized aid on this work.”

[Student’s signature]

### **Teachers will....**

- Develop, model and sustain ethical practices and principled actions within the classroom setting
- Provide students with explicit requirements and directions; including citations
- Report and document violations of the Academic Honesty to counselors and administrators
- Specify types of collaboration that are allowable and those that are not
- Teach all students how to use all forms of resources adequately- including information and communication technology
- Confer with those who violate the Academic Honesty Policy
- Contact the student’s parent or guardian regarding a violation of the Academic Honesty Policy

**Parents will.....**

- Be knowledgeable about the Academic Honesty Policy and discuss the policy with their child to ensure understanding
- Encourage their child to maintain high standards and principled behavior in regards to integrity, honesty and personal responsibility
- Support faculty and administration in enforcing the Academic Honesty Policy

**Administrators will.....**

- Ensure that the faculty, students and parents receive the Academic Honesty Policy
- Contribute to a principled school-wide environment that encourages adherence to the Academic Honesty Policy
- Maintain accurate records of Academic Policy violations
- Ensure that the Academic Honesty Policy is being applied consistently throughout the school

**Academic honesty could include:**

- Properly giving credit for someone else's work or ideas
- Doing your own work
- Using study guides and study skills to prepare for assessments
- Understanding that teachers value original ideas and want students to present their ideas in their own words
- Acknowledging assistance from another person
- Working collaboratively, yet still producing and submitting independent work

**Academic dishonesty includes, but is not limited to:**

- Plagiarism- the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- Lying/providing an incorrect score on a self-graded assignment
- Collusion- allowing one's work to be copied and/or submitted
- Duplication of work- The presentation of the same work for different assignments/assessments
- Taking unauthorized materials into an exam or other assessment situation
- Talking during a test without permission
- Having unauthorized information stored in calculators or other electronic devices
- Having information written or stored on the body, clothing or other objects
- Having books, notes and/or notebooks open during a test without permission
- Knowingly giving or receiving answers during a test
- Discussing test and/or quiz items with other students who have not yet taken the assessment

**Consequences of Academic Dishonesty:**

Violations of the Academic Honesty Policy will result in disciplinary action in accordance with classroom, school and district guidelines. Some consequences may result in but not limited to: teacher/parent communication, reduced credit on an assignment, withdrawal from a course (Pasco eSchool/FLVS), completion of an Academic Integrity Module, and/or documentation on an official platform such as myEWS or Office Discipline Referral.

**Examples/Resources:**

Students are taught throughout their time in the MYP about citation in multiple subject areas. Students are taught through their classes to use MLA format for parenthetical citations as well as sentence stems such as “according to the text”.

Examples of website options that students are given to choose from to cite their sources include: [easybib.com](http://easybib.com), [noodletools.com](http://noodletools.com) and [bibme.com](http://bibme.com).

**Works cited:** This policy was derived from the following sources:

*Federal Way Public Schools:* <http://schools.fwps.org/tj/files/2012/03/MYP-Academic-Honesty-Policy-9-14-12-.pdf?f5991c>

*MacArthur Middle School/Meade High School IB MYP Partnership:*

<https://www.aacps.org/cms/lib/MD02215556/Centricity/Domain/1527/Meade%20partnership%20academic%20honesty%20policy%20revised%2018-19.pdf>

Pine View Middle School  
Academic Honesty Policy Acknowledgment Form

Dear Student and Parent/Guardian,

It is of utmost importance at Pine View Middle School that our students demonstrate the highest level of academic integrity. In order to ensure that all stakeholders understand our Academic Honesty Policy, please read the attached policy, sign the acknowledgement below and return the acknowledgement to PVMS. Signed forms will be housed with the MYP Coordinator.

If you have any questions regarding the Academic Honesty Policy, please contact the school’s MYP Coordinator, Becky Cardinale at [rcardina@pasco.k12.fl.us](mailto:rcardina@pasco.k12.fl.us).

I have read the above information about academic integrity. I understand the importance of maintaining academic integrity as well as the consequences that are associated with engaging in academic dishonesty. I understand that \_\_\_\_\_ (student’s name) will be held accountable for the behavior, expectations and disciplinary consequences outlined in the Academic Honesty Policy. The Academic Honesty Policy will be posted on the Pine View Middle School website ([pvms.pasco.k12.fl.us](http://pvms.pasco.k12.fl.us)).

Student Name (print): \_\_\_\_\_

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

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_