



# Fox Chapel Middle School

## Academic Honesty Policy

At Fox Chapel Middle School all students are expected to be principled learners. This means students act with integrity and honesty and take responsibility for their actions. The Academic Honesty Policy has been created to ensure all students have a clear understanding of what academic honesty entails and what the expectations are of students, teachers, parents and administrators.

Types of academic malpractice:

- Plagiarism
- Collusion
- Duplication: Presenting the same work for different assignments/assessments
- Use of digital devices (cell phone/electronic device) during a test, exam, or other testing environment
- Purchasing and/or submitting work by someone else
- Forgery of a parent signature
- Discussing test and/or quiz answers with other students who have not taken the assessment- this could include sharing assessment answers through messaging or an electronic device

Plagiarism

An act or instance of using or closely imitating the language and thoughts of another author without authorization and/or the representation of that author's work as one's own, by not crediting the original author.

**Examples of Plagiarism:**

- Any representation of others' work as your own
- Nonoriginal work that is not cited and appropriately referenced in submissions.
- Misuse of quotation marks, paraphrasing, and in text citations makes authorship unclear.
- Failure to identify source of elements of nonverbal work (ie. painting, dance, photo, proof, musical composition, etc) that you've derived your work from.
- Using online language translators unless explicitly allowed.



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### Collusion

Supporting malpractice by another student, including allowing one's work to be accessed or copied or submitted for assessment by another student.

#### Examples of Collusion:

- Helping someone else cheat both deliberately and through support.
- Allowing your work to be copied and/or submitted by another student.
- Divide and conquer approach where you are not the author of the entire assignment given by the instructor (if not part of assignment).
- Representing significantly unequal work as an equal collaboration.
- Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future.
- Sharing information about assessment content and questions with other students.

### Expectations of students:

- Prepare for assessments
- Do not engage in cheating, plagiarizing and/or lying
- Ask teachers for extra help when needed
- Report violations of this Academic Honesty Policy
- Be a *principled* learner : act with integrity and honesty at all times

### Expectations of teachers:

- Report violations of the Academic Honesty Policy to administration and/or guidance
- Be clear in what kind of collaboration is allowed and what is not
- Contact parents/guardians if there is a violation of the Academic Honesty Policy
- Teach students how to use all forms of research correctly
- Model and sustain ethical practices within the classroom

### Expectations of administrators:

- Maintain records of academic honesty violations
- Ensure the consistency of the academic policy being adhered to throughout the school
- Contribute to a school-wide environment that encourages academic honesty



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Expectations of parents:

- Support teachers and administration with enforcing the Academic Honesty Policy
- Communicate with their child the importance of the Academic Honesty Policy
- Encourage their child to be a *principled* learner- to act with integrity and honesty

Consequences for not adhering to the Academic Honesty Policy:

“To influence by deceit, fraud, dishonesty/to steal and pass off the ideas or words of another as one’s own, without crediting the source.

Including but not limited to:

1. Using or consulting any materials or personal electronic devices/wireless communication devices not authorized by the teacher during a test
2. Unlawfully accessing tests or answer keys through physical or electronic means
3. Providing or receiving questions, answers or work to or from another student
4. Incorporating the words, sentences, paragraphs, or part of another person’s writings”

### **Consequences for violation of the Academic Honesty Policy:**

First Offense: Zero (0) or reduced credit on the assignment

Repeat Offenses: ISS

*(Hernando County Student Code of Conduct- pg. 12)*

Examples

Students are taught to use MLA format for citation throughout their subject area groups. Students are also taught to use sentence stems such as “the author stated” to provide support directly from the text.



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### Works Cited

This policy was created using the following sources:

Pine View Middle School: <https://pvms.pasco.k12.fl.us/wp-content/uploads/pvms/2018/12/PVMS-Academic-Honesty-Policy.pdf>

Carver Middle School:  
[https://carverms.ocps.net/school\\_information/policies/academic\\_honor\\_policy](https://carverms.ocps.net/school_information/policies/academic_honor_policy)

Bloomfield Hills Schools:  
[https://www.bloomfield.org/uploaded/Parents\\_Students/IB/MYP\\_AcademicHonestyPolicy.pdf](https://www.bloomfield.org/uploaded/Parents_Students/IB/MYP_AcademicHonestyPolicy.pdf)

\*The Academic Honesty Policy is reviewed every two years

### **Please return to school with a parent signature**

I have read the Academic Honesty Policy. I understand the importance of being a *principled* learner and I understand the consequences if I do not adhere to the Academic Honesty Policy.

Student name (print) \_\_\_\_\_

Student name (sign) \_\_\_\_\_

I understand that my child will be given consequences stated in the Academic Honesty Policy, if my child does not adhere to the policy.

Parent/Guardian name (print) \_\_\_\_\_

Parent/Guardian name (sign) \_\_\_\_\_



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## Academic Honesty Policy

Date \_\_\_\_\_

\*The Academic Honesty Policy is posted on the Fox Chapel Middle School website  
(<https://www.hernandoschools.org/fcms>)