



Neelsville Middle School

And the Watkins Mill Cluster Academic Honesty Policy



Academic Integrity Expectations

As an International Baccalaureate World School, all Watkins Mill Cluster Schools (WMCS) students are expected to be principled in all aspects of their lives. To be principled, according to the IB Learner Profile is to, “act with integrity and honesty with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities.”

Cheating, facilitating cheating, or plagiarism is inconsistent with principled behavior and will be addressed. It is important for IB students to understand that academic dishonesty is a serious offense. Violation of this code will result in school disciplinary action. Students will use plagiarism prevention tools such as Google Originality Reports, Turnitin, etc. to ensure academic integrity. Students will adhere to all policies in *The Student’s Guide to Rights and Responsibilities in MCPS*. Incidents of academic dishonesty are reported to administrators and counselors and remain in a student’s academic file until graduation. This information may be communicated to colleges during the application/admission process.

The Code of Academic Integrity forbids but is not limited to these specific examples of misconduct

Cheating/Collusion

Examples of cheating include, but are not limited to:

- ❖ Copying another person’s work. This includes material created using AI
- ❖ Allowing another person to copy your work
- ❖ Using unauthorized notes, aids, or written material on assignments and assessments
- ❖ Using unauthorized technological devices (cell phones, calculators, cameras, wearable devices, etc.) on assignments and assessments
- ❖ Giving or receiving information using speech or non-verbal communication during assessments
- ❖ Sharing test questions or content with students taking the same assessments at a later time
- ❖ Purchasing or acquiring papers, materials, etc., and claiming it as one own’s work
- ❖ Tampering with a teacher’s records or grades

Plagiarism

Examples of plagiarism include, but are not limited to:

- ❖ Paraphrasing and summarizing someone else’s work without proper citation. This includes material created using AI
- ❖ Copying word for word without using quotation marks and/or giving credit to the original author
- ❖ Failing to properly cite sources used in research

- ❖ Presenting or submitting work that was done, in whole or part, by someone other than the person submitting the work
- ❖ Presentation of the same work for different assessment components and/or Diploma Program requirements

Falsification/lying

Examples of falsification/lying include but are not limited to:

- ❖ Making an untrue statement verbally or in writing with the intent to deceive
- ❖ Creating false or misleading impressions; including the use of AI without proper citations
- ❖ Forging signatures
- ❖ Using strategic advantages such as absenteeism on the day of an assessment or due date to gain an unfair advantage

Misconduct

Examples of misconduct include but are not limited to:

- ❖ Taking unauthorized material into an exam
- ❖ Disrupting an exam session
- ❖ Communicating with fellow students during an exam session

Responsibilities

Students will...

- ❖ Exercise academic integrity in all aspects of their work
- ❖ Avoid cheating, plagiarizing, lying, and using AI without proper citations
- ❖ Practice ethical use of the information by acknowledging sources
- ❖ Report any violations of the Code of Academic Integrity
- ❖ Cite all text and/or images from an Artificial Intelligence (AI) (such as ChatGPT) by putting the text in quotation marks, using in-text citations indicating it is from AI, and including details (including the prompt) in the bibliography.

Teachers will...

- ❖ Develop, model, and sustain ethical practices within the classroom setting
- ❖ Communicate to students on which assignments they may collaborate and to what extent
- ❖ Use plagiarism prevention tools
- ❖ Provide direct instruction on conventions for citing and acknowledging through the core classes of Theory of Knowledge and Personal and Professional Skills courses
- ❖ Confer with those who violate the Code of Academic Integrity and contact their parents
- ❖ Report violations of the Code of Academic Integrity to counselors and administrators
- ❖ Document incidents in myMCPS Communication Log (teacher of the subject)
- ❖ Will reference and review the IB Continuum document “Effective citing and referencing” with students

Parents will...

- ❖ Discuss the Code of Academic Integrity with their child
- ❖ Support faculty and administration in enforcing the Code of Academic Integrity

Administrators will...

- ❖ Ensure that faculty, students, and parents receive a copy of the Code of Academic Integrity
- ❖ Ensure that the Code of Academic Integrity is applied consistently throughout the school

Consequences

First offense*:

- ❖ Students will receive a zero on the assignment; the teacher will inform the student, parent/guardian, counselor, administrator, and IB DP/CP Coordinator as necessary
- ❖ The teacher will document the incident in the myMCPS Communication Log

Second offense/repeated offense:

- ❖ Students will receive the same consequences as indicated above
- ❖ The teacher will complete a referral for the incident in myMCPS Communication Log
- ❖ The counselor and/or appropriate program coordinator will conference with the student and parents/guardians to address the incident and determine if continued participation in the IB program is appropriate
- ❖ The student may receive a suspension or alternative disciplinary action

Violation for IB Formal Assessments (including written/verbal/end-of-year assessments):

- ❖ Misconduct in internal and external assessments will be reported to the IBO
- ❖ Appropriate documentation per IB misconduct procedures will be completed
- ❖ Students' rights will be respected, and protocol will be followed per IB procedures
- ❖ MCPS Rights and Responsibilities protocol will also be followed

Policy Review

This policy will be posted to the Watkins Mill High School Website and shared with all students. It will be reviewed and updated on an annual basis by the school leadership team; student and parent voices will be used in this process.

Policy Distribution

- ❖ All MYP students through their course syllabi
- ❖ All DP/CP candidates upon enrollment in the DP/CP via TOK or PPS
- ❖ All course candidates upon enrollment in IB level course
- ❖ Posted on the school website

* Can be adjusted at teacher discretion



NEELSVILLE MIDDLE SCHOOL

Montgomery County Public Schools
11700 Neelsville Church Rd
Germantown, MD 20876
(301) 353-8064

CODE OF ACADEMIC INTEGRITY

Academic Integrity promotes a system of values that brings out the best in a group of individuals, provides for an orderly, effective, and positive academic community, and supports the idea of learning promoted in the IB Learner Profile and mission statement.

Academic dishonesty leads to a loss of credibility and trust within the community and the learning process.

I acknowledge that I have read and discussed the purpose of the Code of Academic Integrity with my peers, teacher(s), and/or IB DP/CPCoordinator.

I have been made aware of the policies set out within the document.

I understand that the Code of Academic Integrity is the expected standard for all academic work.

NAME: _____

SIGNATURE: _____

DATE: _____

I have discussed the Code of Academic Integrity with my child.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____