What is Academic Honesty?
Academic honesty involves showing integrity and respect for oneself and the assessment process. It is the expectation that every student at Paxon exercise academic honesty in all of their work. This includes acknowledging any sources used to complete an assignment. By striving to maintain academic honesty, all members of the school community uphold the ideals of the IB learner profile which addresses the importance of being “principled”, acting with “integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities”.

What is Academic Misconduct?
Academic misconduct includes any behavior or action which results (or may result) in a student gaining an unfair advantage academically. Examples of academic misconduct include, but are not limited to:

- **Plagiarism** - Representing the work, words or ideas of another person as one’s own (whether deliberately or unintentionally)
- **Collusion** - Supporting another student’s academic misconduct (ex. allowing one’s work to be copied and/or submitted for someone else)
- **Duplication of work** - Turning in the same work for different assessments components and/or specifies program requirements (IB Diploma Programme, Advanced Placement, etc.)

Paxon’s Academic Honesty Pledge
“I pledge that I have not engaged in academic misconduct on this assignment”
All students will be required to write this statement on all assignments and tests. Teachers may allow students to simply write, “I pledge...” in lieu of the fully written statement.

Academic Honesty during Examinations
General rules and regulations regarding appropriate conduct during both IB and AP examinations are presented to each student prior to the examination session. Students receive copies of the general regulations for these assessments. Information is posted around the school and in the examination room as required. Students are also informed of what may not be taken into the examination room/area which includes but is not limited to:

- Electronic devices (except when applicable)
- Notes or scratch paper
- Subject books or guides
- Refreshments (except water)

Consequences of Academic Misconduct
If a student engages in academic misconduct, one or more of the following consequences may occur:

- Parent contacted
- The teacher may issue a grade of “0” on the assignment in question
- Meeting with the assigned administrator to review the academic honesty policy
- Referral may be written and documented in the student record
- Consequences as set forth in the Duval County Student Code of Conduct will be applied
- IB program of study students may be placed on academic probation
Removal from the IB program of study may be applicable (this may result in the student having to attend his/her home school for the following school year)

*Administration reserves the right to immediately remove a student from the IB program of study if the student is found guilty of academic misconduct on an IB assessment.*

**Recommendations for Maintaining Academic Honesty:**
- Acknowledge all sources that were consulted in the completion of your work (when in doubt, cite)
- Communicate with the teacher regarding the referencing style to be used on each assignment
- Act as a role-model in maintaining academic honesty

**Responsibilities**

1). Students will:
- Maintain academic honesty in all assignments and assessments
- Ensure that all sources used are acknowledged using the referencing style agreed with your teacher
- Seek assistance from teachers when questioning what should or should not be cited
- Write Paxon’s Academic Honesty Pledge on all assignments and tests
- Report any violations of the academic honesty policy

2). Teachers will:
- Discuss the academic honesty policy and pledge with their students
- Develop, model, and sustain ethical practices within the classroom that promote academic honesty
- Openly communicate with students and parents the expectations for how to maintain academic honesty in the course, for assignments, and on assessments
- Contact parents regarding any violation of the academic honesty policy
- Report any breach of the academic honesty policy to the school administration

3). Parents/Guardians will:
- Discuss the academic honesty policy and pledge with their child
- Encourage their child to uphold their integrity by maintaining academic honesty

4). Coordinators (IB, AP, Testing) will:
- Ensure that students are aware of the guidelines for maintaining academic honesty in assessments specific to each program of study (i.e. IB, AP)
- Correctly document and contact the appropriate personnel regarding misconduct during external assessments
- Report any breach of the academic honesty policy to the school administration

5). Administration will:
- Ensure that the entire school community receives information regarding the academic honesty policy
- Maintain a school environment that promotes academic honesty
- Ensure that academic misconduct is dealt with in a fair and consistent manner
- Initiate the process of reviewing the academic honesty policy annually

**Communicating the Academic Honesty Policy**
- Paxon’s academic honesty policy and pledge will be published for parents, students and community members to access.
- A copy of the academic honesty policy and pledge will be made available for current school personnel to access. Newly hired school personnel will be made aware of this document and how to access it during one of the Paxon new teacher orientation meetings.

**Review of the Academic Honesty Policy**
Paxon’s academic honesty policy and pledge will be reviewed by the School Improvement Team (SIT) on an annual basis as needed.
Links to other working documents:

Academic Honesty in the IB Educational Context (2014)
Academic Honesty in the Diploma Programme (brochure)
Are You Completing Your IB Assignments Honestly? (2012)
Diploma Programme Academic Honesty (updated 2011)
IBO Handbook of Procedures for the Diploma Programme (2016)
IBO Programme Standards and Practices (2014)

This document was created in collaboration by the IB Diploma Programme coordinator, teachers, counselors, administrators, and students.

Paxon School for Advanced Studies would like to acknowledge the following IB World Schools whose published Academic Honesty Policies served as a model in the creation of this document:

- Albert Einstein High School
- Gulliver Preparatory School
- Sarasota Military Academy