



“SUCCESS FOR EVERY STUDENT”

# Port Chester High School

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## Advanced Placement and International Baccalaureate Honor Contract

One of the goals of both the Advanced Placement and International Baccalaureate Program is to help build a well-rounded individual who practices high standards of integrity, especially in the academic arena. To maintain their worldwide reputation for high academic standards, AP and IB insists that all work completed be the student's own work in all respects. Teachers will assist in the verification of the authenticity of student work submitted.

To insure that students submit work that meets the above criterion, Port Chester High School has established the following honor contract. It is mandatory that all students in the AP and IB program read and sign this contract. In addition, all students **must attend** the Honor Code presentation on September 12, 2017 at 3 p.m. in the auditorium.

I understand that committing malpractice may result in **Disciplinary Action**.

### Forms of Malpractice

#### 1. Plagiarism

Presenting the words, ideas, or research of another as your own. This applies to both published and unpublished work, including student work. Plagiarism can be unintentional, but that does not relieve the student of responsibility.

#### 2. Self-Plagiarism

A type of plagiarism in which the writer republishes a work in its entirety or reuses portions of a previously written text while authoring a new work.

#### 3. Collusion.

Secret cooperation or agreement for a deceitful purpose including supporting malpractice by another student. Collusion includes but is not limited to:

- a. Parents/ siblings/ tutors (anyone other than the student) completing assignments for a student.
- b. Stealing, possessing or using a test, test items, or test answers.
- c. Using unauthorized aids to complete a test or assignment (cheat sheets, crib notes, etc.).
- d. Giving answers to or taking answers from another student for a test, quiz or assignment - including homework assignments.
- e. Intentionally being absent on a test date or due date.
- f. Falsifying a CAS record or community service document.
- g. Misconduct during an examination.



## Disciplinary Action

The district and PCHS AP/IB standard for an assignment compromised by malpractice is a grade of “F” or “Zero points.” Teachers determine the consequences for infractions, however guidelines include the following:

**First Infraction:** 0 for the assignment - no make-up allowed  
Incident report placed in students AP/IB electronic folder  
Parent conference with AP/IB coordinator and school administrator in attendance

**Second Infraction:** 0 for the assignment - no make-up allowed  
Incident report placed in students AP/IB electronic folder  
Parent conference with AP/IB coordinator and school administrator in attendance  
Recommendation for removal of AP/IB course credit

**Third Infraction:** 0 for the assignment - no make-up allowed  
Incident report placed in students AP/IB electronic folder  
Parent conference with AP/IB coordinator and school administrator in attendance  
Recommendation for removal from the AP/IB program

**All incidents of malpractice will be documented and kept on record in the PCHS AP/IB Office.**  
I have read, understand, and will abide by the **PCHS AP/IB Honor Code.**

Student Name \_\_\_\_\_ (printed)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ (printed)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

