



Continental Colony Elementary School

Academic Integrity Policy

IB Standards

Culture 3.1: The school implements and reviews an academic integrity policy that makes the school's philosophy clear and is aligned with IB guidelines. (0301-03-0100)

Culture 3.2: The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions. (0301-03-0200)

Culture 3.3: The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect and responsibility. (0301-03-0300)

Purpose

At Continental Colony Elementary School (CCES), we believe in students developing a principled mindset when it comes to academic integrity. As a community, we model how to show respect and honor for others' ideas. Collaboration is essential to our community as it is a combination of authentic individual ideas that evolve into a compilation of ideas. We believe this acquisition of knowledge begins with a purposeful attitude of respect and honesty. All teachers, students, and parents engage in this responsibility to ensure academic integrity extends beyond the elementary setting. The IBO defines academic integrity as a guiding principle in education and a choice to act in a responsible way whereby others can have trust in

us as individuals. It is the foundation for ethical decision making and behavior in the production of legitimate, authentic and honest scholarly work.

Philosophy

In the PYP, students are possibly facing their greatest pressures from both parents and peers to achieve success. As a school, we must assist in the students' personal development and ensure academic honesty is understood and practiced as a high standard. Promoting personal integrity is also a crucial aspect of this policy. IB learners are expected to be principled, which is defined as acting with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. To this point students are encouraged to take responsibility for their actions and their consequences. At Continental Colony, students are expected to adopt the traits of the IB Learner Profile, which are embedded throughout the curriculum and school culture. These profile traits serve as guidelines for our Academic Integrity Policy and include:

Key Focus:

- Communicators: those who express thoughts and listen to others.
- Inquirers – those who acquire the skills necessary to conduct inquiry and research.
- Knowledgeable – those who explore concepts, ideas and issues.
- Principled – those who act with integrity and honesty and take responsibility for their own actions.
- Thinkers– those who develop their own perspectives and ideas.
- Risk takers – those who are brave and articulate in defending their beliefs.

When these qualities are practiced, they promote the type of behaviors and skills needed to be successful in both the classroom and future educational endeavors. These qualities also prepare students to be effective global citizens.

Definitions

Academic Integrity: promotes personal honesty, the use of original ideas, and gives full acknowledgement to others' work.

Plagiarism: Using another's' words or thoughts without crediting or acknowledging the source.

Cheating: An attempt to gain an unfair advantage by means of technology misuse, claiming unoriginal work, and using unauthorized sources to receive credit.

Copying: Duplicating answers or work for someone else or allowing others to replicate work.

Roles and Responsibilities in Supporting Academic Integrity

Students:

- Demonstrate principled behavior when engaging in any school activity.
- Demonstrate self-management by staying organized, making appropriate choices, demonstrating integrity, and striving to create and present their best work.
- Take responsibility for their individual contributions to the collective process. They should be respectful of others' points of view and interact cooperatively with both adults and peers.
- Create work that is authentic and representative of each student's unique intellect and abilities.
- Produce authentic work, including assignments, homework, projects, and assessments.
- Acknowledge and articulate the help received from parents, older siblings, friends, and group members on all work.
- Be aware of age-appropriate expectations regarding academic integrity and honesty.
- Ask for guidance when unsure.

Teachers:

- Model academic honesty in their own work for their students.
- Develop the necessary skills and mindset to ensure students learn how to incorporate outside sources in their original work.
- Check submitted work for academic integrity.
- Communicate with parents/guardians and IB coach about support needed to ensure students uphold academic integrity.
- Monitor and document communications with all stakeholders regarding students who need additional support developing authentic work.
- Consistently outline and support student understanding of age-appropriate academic honesty and integrity.

School Community:

- Model academic integrity across the school community.
- Provide additional professional development opportunities for teachers and staff on academic dishonesty.
- Provide age-appropriate expectations related to academic honesty and integrity.

- Investigate academic misconduct when necessary.

Procedures for reporting, recording, and monitoring

The development of the class community will provide students with a tiered approach of how to report academic dishonesty and the consequences for individuals acting in academic dishonesty. The tiered approach begins with a teacher-student informal conference, then leads to conferences with parents and students, and the last level is a conference with school administrators, teachers, students, and parents. Students will have the opportunity to report other students' academic dishonesty by reporting the event to the teacher. Teachers will have the opportunity to report a student's academic dishonesty to the school administrators after two events and teachers have spoken to the student and parents.

Access to Policy and Complaint Procedures

This policy is accessible to the school community on Continental Colony Elementary School's website. The PYP IB Coach and Instructional Leadership Team is responsible for developing and maintaining a policy review cycle, updating this document as necessary, and for informing the school community of changes to the document.

Bibliography

Atlanta Public Schools. Student Handbook. 2015.
Academic Honesty in the IB educational context (2014)
Parkside Elementary School Academic Honesty Policy. 2022
Deerwood Elementary School Academic Honesty Policy. 2023