Peyton Forest Academic Integrity Policy

<u>Philosophy of Inclusion</u>

We believe in the right for all children to be educated in an environment that is fair, honest, trustworthy, transparent, and accountable. We believe that educating students to be principled humans means exhibiting these qualities in our classrooms, school, and community. We respect our children enough to trust and teach them to be responsible for their own learning and to be reflective in their process. This means they show integrity through their work; making sure to be responsible for their own work; or citing the correct sources when necessary.

<u>Important Definitions to know</u>:
- <u>Plagiarism</u>: According to IB, this is defined as the "representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment."
- <u>Collusion:</u> When working together, students need to share ideas; not try to take others' ideas as their own.
- <u>Collaboration:</u> Students work together on an assignment to complete it while sharing all ideas, resources, roles, and expectations.
- <u>Cheating:</u> Looking at someone else's work, or answers, to use as your own.

In order to develop principled students that are knowledgeable and reflective on their learning, we expect the following:

<u>Students:</u>
- Students must be responsible for their own work that is submitted as solely theirs.
- *If given as individual work*: Student work must be completed by themselves, not by other students, parents, or even well-meaning teachers. Understanding that guiding and supporting (even other peers) does not mean completing the work for them; that takes away their right to learn and could be considered collusion.
- *If given as group work*: Holding each member accountable for doing fair (not always equal) parts of the work. Understanding the difference between collaboration and collusion.
- Students will adhere to the [Atlanta Public Schools Student Technology Use Policy](#) which, among other things, requires them to use appropriate sites, only

passwords and accounts that are their own, and to treat technology respectfully. This can be found in multiple languages throughout the county.
- Students will show integrity by working their hardest and abiding by the Academic Honesty expectations.

Teachers:
- Model Academic Honesty and Integrity. For example, when discussing something he or she learned, making references to the source it came from.
- Teaching grade level appropriate citation. For example, if they are using a digital platform to research; teach them how to quote or paraphrase appropriately.
- Teach the difference between collusion and collaboration.
- Report to parents, administration, and any other appropriate channels when there is a breach in the integrity of the system.
- Make sure to not take away power from students to achieve and process their own learning.

Parents;
- Read, understand, and support the policy.
- Model academic honesty throughout everyday life and conversations.
- Allow students to complete any work that comes home. Do not take away their right to learn. Guide them, do not complete it for them.

When there are violations:
- Teacher will conference with the student. Depending on the student's grade level, the teacher will address the situation appropriately.
- If it happens again, the teacher will report to parents. Depending on severity, the teacher may need to report to administration.
- If lapses in integrity and honesty continue, there will be action taken using our Communication Form between administration, teachers, and parents.

Academic dishonesty is unfair to other students, and demeaning to those who engage in it. It will not be tolerated in the Atlanta Public Schools System. Any student, staff or administrator may report a suspected honor violation. Students may also self-report honor code violations.

Review of the Academic Honesty Policy

This policy will be monitored, reviewed and updated annually by the IB PYP Coordinator, IB Core Team, Administrative Team, staff and community stakeholders to adapt to changing best practices, changes in the PYP and changes of our community.

Sources:
- *PYP from Principles to Practice International Baccalaureate Organization.*
- *Teasley Elementary School Academic Honesty Policy*
- *Benjamin E. Mays High School, 2019*