



# Deerwood Academy Primary Years Programme

## Academic Integrity Policy

### 2023-2024 School Year



#### Purpose:

At Deerwood Academy, we believe that academic integrity is essential in the process of preparing our students to be principled and reflective global citizens. The purpose of this document is to provide students, teachers, and parents with clear guidelines to the expectation in regards to academic integrity. Academic integrity must be communicated, taught, and modeled for the scholars in our school 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.

#### Learner Profile connection to Academic Integrity:

Principled – Scholars will credit others for their ideas and work.

Caring – Scholars are celebrated for their own thoughts, ideas and work.

Reflective – Scholars are evaluated based on their own work.

Thinkers – Scholars develop their own perspectives and ideas

Communicator – Scholars express ideas and information in their own words.

Risk-Takers- Scholars can boldly defend their thoughts and ideas with cited evidence.

#### Definitions

**Academic Honesty**—Promotes personal integrity, 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.

#### Responsibilities

##### Students will:

- 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.



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- 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 honesty and integrity.

#### Teachers will:

- 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 coordinator 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.

#### Parents will:

- Encourage students to seek assistance from teachers when having trouble with completing assignments, homework, and projects at home.
- Establish open communication with their child's teacher(s) regarding expectations around completion of work at home.
- Emphasize the importance of their child(ren) creating authentic work.
- Allow students to complete all assignments, homework, and projects at home independently (when needed).

#### School will:

- Model academic integrity across the school community.
- Provide additional professional development opportunities for teachers and staff on academic integrity.
- Support students, teachers, and parents/guardians in the event of academic dishonesty.
- Provide age appropriate expectations related to academic honesty and integrity.



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#### Supporting the Academic Integrity Policy

- Teachers, school staff, and parents are our students' role models; we should exhibit a high degree of honesty on all levels and explain the importance of HONESTY in our lives.
- All teachers find time in their daily lessons to manifest good citizenship behavior including honesty and use instructions to reinforce honesty and other humanitarian attitudes and ethics.
- Have students reflect on the attributes of the IB Learner Profile and how they relate to honesty as a behavior.
- Display posters around the school that show the attributes of an IB student, who strive to achieve all over the world regardless of their gender, color or ethnic background.
- Coach students about the importance of academic honesty in the form of fully and correctly acknowledging the work and ideas of others.
- Raising students' awareness with regard to forms of misconduct and academic dishonesty, and disciplinary measures in case of violation.
- Share Deerwood's academic honesty with all school stakeholders.

#### 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 individual acts 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.

#### Communication of Policy

This policy shall be available to students, parents, and staff on Deerwood Academy maintained website. Expectations for academic honesty will be outlined in the student handbook.

#### Policy Review

The PYP Coordinator and Instructional Leadership Team is responsible for developing and maintaining a policy review cycle, for updating this document as necessary, and for informing the school community of changes to the document.

#### Bibliography

Atlanta Public Schools. Student Handbook. 2023-2024  
Academic Honesty in the IB educational context .2014  
Parkside Elementary School Academic Honesty Policy 2022