



Academic Honesty Policy

Cascade Elementary School

Philosophy

At Cascade Elementary School, we strive to prepare students for Life, College and Careers. With the use of the inquiry process and project-based learning, students are encouraged to inquire, research and report learning in appropriate and authentic ways. The International Baccalaureate Primary Years Programme standards and practices require that teaching and learning “engages students as inquirers and thinkers; builds on what students know and can do; and promotes the understanding and practice of academic honesty.” As such, we prepare students to become globally minded life-long learners. Through the development of the learner profile attributes and the approaches to learning skills, students are prepared and inspired to own their learning and make a difference in the world.

Purpose

The purpose of the Cascade Elementary academic honesty policy is to articulate the practices and principles guiding the development of academic integrity with students to all stakeholders in our community. It will also outline academic honesty expectations through the use of transparent, fair and consistent policies related to the processes and products resulting in original student work, the work of others, and how to credit others' work. All scholars are expected to uphold the school's standard of integrity, and understand the consequences for transgressions.

Definitions

Academic honesty: being honest with all school work completed, being responsible and doing your own work and your share, and submitting original work that clearly and appropriately acknowledges the work of others.

Collaboration: working with others in a group to complete work with the permission of the teacher.

Reference: “a source of information” or a “work containing useful facts or information.”

Plagiarism: “copying another person's ideas, words or writing and pretending that they are one's own work.”

Examples of Plagiarism

- Submitting another person's work as your own
- Copying and pasting from an internet website without giving credit to the source

- Copying from a book without proper citation or acknowledgement
- Not appropriately citing text, images, figures, or ideas that are the original work of someone else
- Making authorship unclear through the misuse of citations, quotation marks or paraphrasing
- Collaborating with others on individual assignments

Collusion: “unauthorized collaboration” to “achieve better results on an assignment that should be completed individually.”

Examples of Collusion

- Allowing another student to copy your work to submit as his/her own
- Supporting or helping another student to cheat
- Taking credit for collaborative work in which you did not put forth equal effort
- Completing classwork, homework, papers or projects for another student
- Sharing completed work with another student who will complete the assignment in the future
- Sharing information about assessments with others

Cheating: “using or attempting to use sources or devices that are forbidden” to complete assignments or assessments.

Examples of Cheating

- Getting unauthorized help on an assignment or assessment
- Completing work for another student
- Submitting copied work as your own
- Giving another student the answers to an assignment
- Using notes or aids during an assessment without permission

Student, Teacher, School and Parent Responsibilities

Role of the Students

- Take ownership of learning
- Submit your own authentic work
- Credit sources in appropriate ways
- Participate in student led learning experiences such as Science Fair and PYP Exhibition to practice research and citation skills
- Utilize Approaches to Learning skills (thinking, social, research, communication and self-management)
- Seek clarification when unclear
- Maintain academic integrity when completing assignments and assessments
- Report academic dishonesty to a trusted staff member

- Review and agree to follow the academic honesty policy at the beginning of each school year

Role of the Teachers/School Personnel

- Encourage students to demonstrate the IB Learner Profile and do their best work
- Communicate clear expectations for all assignments and assessments
- Maintain appropriate teaching/learning/assessment environments
- Review the academic honesty policy with students
- Explicitly teach all students developmentally appropriate ways to avoid plagiarism and credit sources
- Incorporate opportunities for student agency
- Create a safe space for student to ask questions, make mistakes, and learn from those mistakes, and get help when needed
- Explicitly teach ways to work in a group with clear job titles and responsibilities to ensure everyone does his/her fair share of the work
- Allow opportunities for student choice and project based learning to develop approaches to learning and academic integrity skills
- Collaborate with media specialist to strengthen research and citation skills
- Complete reflection protocol with students for transgressions
- Be inclusive and provide opportunities and support for all students to achieve
- Model academic honesty with all forms of written communication

Role of the School/Administration

- Share the academic honesty policy with all students, teachers, parents, and members of the school community
- Provide training and support for staff on academic honesty and maintaining appropriate teaching/learning/assessment environments
- Offer parent information sessions with practical tips on assisting child(ren) with work and avoiding engaging in academic misconduct
- Review and revise the academic honesty policy annually
- Address instances of academic misconduct

Role of the Parents

- Review and understand the academic honesty policy
- Support academic honesty of child(ren) at home and school

Repercussions

Any students engaging in academic misconduct will work with the counselor to reflect and set goals to maintain the integrity of the academic honesty policy moving forward. Students may be required to resubmit the work, or may receive a reduced grade reflecting the level of the transgression. Additionally, parents and administrators may be contacted for additional support if needed.

According to the Atlanta Public Schools' Student Code of Conduct,

5.1.1 Academic Dishonesty: It is the responsibility of every student and employee to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Cheating, plagiarism and other acts of academic dishonesty are strictly prohibited. Students who cheat on standardized testing or are repeatedly dishonest can face expulsion or increased consequences. Examples of violations of this rule include, but are not limited to: copying or "borrowing" from another source and submitting it as one's own work; seeking or accepting unauthorized assistance on tests, projects or other assignments; fabricating data or resources; providing or receiving test questions in advance without permission; or working collaboratively with other students when individual work is expected. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense.

5.1.2 Academic Dishonesty with a Device: It is the responsibility of every student to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Use of a cellular phone without the consent of a school administrator or school staff during a test, quiz, or completion of a graded assignment is considered cheating and is strictly prohibited. **Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense.** Additionally, any violation will result in the device being confiscated and will result in the student's loss of the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, and the student may receive a grade of zero (0) on the test or quiz.

Responsibility of Stakeholders

All members of the learning community are expected to support implementation of the Academic Honesty Policy.

Academic Honesty Grade Level Expectations

[Adapted from Belvedere Elementary School]

Pre-K/Kindergarten	I can share where I got my ideas.
First Grade	I can show where I got information for my inquiry with my assistance.
Second Grade	I can show where I got information for my inquiry.
Third Grade	I can use my own words. I can cite one source with a fill in the blank form.
Fourth Grade	I can use my own words. I can cite multiple sources.
Fifth Grade	I can use my own words. I can cite multiple sources online.

Academic Honesty Policy Review

The academic honesty policy at Cascade Elementary School will be reviewed by community stakeholders, staff, school administration, and the IB pedagogical team at least once each year. The IB pedagogical team includes the principal, assistant principal, school business manager, PYP coordinator, instructional coaches, school improvement grade level leaders, and the school counselor. Revisions will be guided by IBO updates and changes to the needs of our community.

Resources

The following documents were consulted in the development of this policy:

- International Baccalaureate Organization, *Programme standards and practices*, January 2014 (Revised 2020)
- Primary Years Programme. *PYP Principles into practice*. October 2018
- Atlanta Public Schools. *Student code of conduct*. June 2019
- Beecher Hills Elementary School, *Academic honesty policy*, 2023
- Belvedere Elementary School, *Academic honesty policy*, 2021
- The School District of Lancaster McCaskey Campus, *Academic honesty policy*, 2023
- Online Reference. *Merriam-Webster Dictionary*.
<https://www.merriam-webster.com/dictionary/reference>
- Engaging to Empower, *Why and How to Teach and Promote Academic Integrity*, 2022
<https://engagingtoempower.com/promote-academic-integrity/>
- Notes from the Portable, *Teaching Plagiarism to Elementary Students*, November 2022
<https://jessiczannini.com/2022/11/20/teaching-plagiarism/>
- Algonquin College, *Plagiarism*, January 2024
<https://algonquincollege.libguides.com/c.php?g=526164&p=5072264>
- Proctor Edu Blog, *What is academic dishonesty*, April 2022
<https://proctoredu.com/blog/tpost/aneakrtpr1-what-is-academic-dishonesty>