PARKSIDE ELEMENTARY SCHOOL

ACADEMIC HONESTY POLICY

RATIONALE/PURPOSE

At Parkside Elementary School, we believe that academic honesty is integral to accurately communicating and facilitating a student's acquisition of knowledge, understanding of concepts, and mastery of skills to students, parents, and teachers.

The purpose of this document is to provide International Baccalaureate Primary Years Programme students, teachers, and parents with important information regarding academic honesty. Academic honesty will be communicated, taught, and modeled in an age-appropriate manner. This will help guide students with academic practices that could be called into question.

DEFINITION OF ACADEMIC HONESTY

An academic honesty policy ensures that a school's procedures for this practice are transparent, fair and consistent. It describes the rights and responsibilities of all members of the school community so that everyone understands what constitutes good practice, and misconduct, and what actions are to be taken if there are transgressions.

RESPONSIBILITIES

    STUDENT
● 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.

● Aware of age appropriate expectations regarding academic honesty and integrity.

TEACHER

● 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.

PARENT

● 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

● Model academic integrity across the school community.

● Providing additional professional development opportunities for teachers and staff on academic integrity.

● Supporting students, teachers, and parents/guardians in the event of academic dishonesty.

● Provide age appropriate expectations related to academic honesty and integrity.

MEASURES TO PROVIDE SUPPORT

1. 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.
2. 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.
3. Have students reflect on the attributes of the IB Learner Profile and how they relate to honesty as a behavior.
4. Display posters around the school that show the attributes and the attitudes that IB students strive to achieve all over the world regardless of their gender, color or ethnic background.
5. Coach students about the importance of academic honesty in the form of fully and correctly acknowledging the work and ideas of others.
6. Raising students' awareness with regard to forms of misconduct and academic dishonesty, and the disciplinary measures in case of violation.
7. Share Parkside's academic honesty with all school stakeholders.

PROCEDURES of REPORTING, RECORDING, & MONITORING

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.

Incidences of academic misconduct are typically treated as a learning opportunity. Most academic misconduct occurs when students have not yet developed the necessary skills or have misunderstood what is acceptable. (Carroll). When students copy the work of others or fail to include citations, students will be shown how to change the material into their own words and cite quotations. If a student with proficient skills repeatedly and deliberately engages in academic misconduct, a meeting will be called between the teacher, parents, and student and possibly the principal.

RIGHTS OF STUDENTS

Initial breaches of academic dishonesty will be treated as a learning experience for the students. School and teachers will respect the student's right to privacy and teachers along with the counselor will support the students in a way that the student is reflective and avoids academic misconduct in the future. The student will participate in a discussion with the concerned teacher and school counselor. The discussion will focus on the academic misconduct of the student and care would be taken to, not make judgements of a student's overall character.

POLICY REVIEW

The PYP Coordinator 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.