



Philosophy/Purpose

At Burgess-Peterson Academy (BPA), academic honesty is a critical piece to the teaching and learning process. We believe that academic integrity is the responsibility of everyone in our BPA community—teachers, students, and families to engage in the process by approaching our learning with honesty, trust, and fairness.

According to the IB's Academic Integrity Policy guidebook, it is expected that all IB students understand:

- *their responsibility for producing authentic and genuine individual and group work*
- *how to correctly attribute sources, acknowledging the work and ideas of others*
- *the responsible use of information technology and social media*
- *how to observe and adhere to ethical and honest practice during examinations.*

The purpose of this policy is to outline the ways in which we can teach, model, demonstrate and encourage academic integrity.

Academic Misconduct (*See IB Academic Integrity Manual linked below)

The following types of academic misconduct defined below will not be tolerated at BPA. It is the expectation that all students will present their own work in an honest manner.

Plagiarism: Plagiarism is defined as copying written or oral work from outside sources or peers and presenting them as your own.

Examples include but are not limited to:

- Copying from books or the internet without citing
- Representing others' work as your own
- Copying from multiple sources to piece together and present as your own work

Cheating: Cheating is the use of materials, information, notes, study guides etc. to gain an unfair advantage on an assessment or task.

Examples include but are not limited to:

- Obtaining answers inappropriately and using them on an assessment
- Providing answers to others for an assessment
- Copying answers from another student during an assessment

***(i.e., Accelerated Reader online assessments-finding answers)*

Collusion: Collusion is when students work together to complete an academic task that should have been completed independently.

Examples include but are not limited to:

- Allowing others to copy your work and turn it in as theirs
- Completing a task/paper for another student
- Not completing your fair share of the work in a collaborative setting



Roles and Responsibilities

Teachers	<ul style="list-style-type: none"> • Familiarize yourself with and understand the school's Academic Integrity policy. • Adhere to the guidelines set forth by the policy as a model to students. • Provide opportunities for learning and practicing the policy. • Ensure that students have a full understanding of what the policy is and represents. • Ensure that students have a full understanding of academic misconduct. • Provide manageable workloads and goals for students to help avoid misconduct. • Report any instances of misconduct.
Students	<ul style="list-style-type: none"> • Understand the Academic Integrity Policy. • Engage in all learning experiences with a principled approach. • Adhere to the guidelines and rules outlined in the policy. • Respond to misconduct by reporting an instance. • Complete assignments, tasks, and assessments in an honest manner and to the best of their ability. • Abstain from giving and receiving non-permitted assistance on any academic activities. • Be accountable for your online actions, including social media.
Parents	<ul style="list-style-type: none"> • Familiarize yourself with, understand, and agree with BPA's Academic Integrity Policy. • Reinforce and encourage the expectations of the policy at home. • Understand academic misconduct and provide guidance to your child(ren). • Report any instance of misconduct.
School	<ul style="list-style-type: none"> • It is the responsibility of the school/programme coordinator to embed the Academic Integrity Policy in our school's culture. • Provide guidance for the teachers on the policy. • Communicate the policy and expectations to parents and legal guardians. • Ensure compliance with the policy. • Allow for updates and reviews of the policy. • Report any academic misconduct.

Consequences:

Each instance of academic misconduct or infraction against BPA's Academic Integrity policy will be handled on a case-by-case basis. The first instance of academic misconduct will be handled between the teacher and the student and be used as an opportunity to redirect and reteach the expectations that the students did not abide by. The school counselor and/or parents/legal guardians may also be involved. When appropriate, school administration may be included in the execution of consequences.

Plan of Communication:

All BPA Instructional Policies will be shared with teachers, students, and parents each year. They will be made available on the BPA school website and hardcopies will be available in the main office. The policies will also be shared during school governance team meetings and during PTA meetings.

**Review of the Academic Integrity Policy:**

This policy will be reviewed and updated annually by BPA's Pedagogical Leadership Team. Opportunities for input from the greater BPA community will happen during school governance team meetings and during student ambassador meetings.

Sources:

IBO Academic Integrity Manual: <https://www.ibo.org/globalassets/new-structure/programmes/shared-resources/pdfs/academic-integrity-policy-en.pdf>

Daystar Academy Academic Integrity Policy:

https://www.daystaracademy.org/uploaded/email_files/PYP_Academic_Honest_policy.pdf?1576862261530

Parkside Elementary School Academic Integrity Policy:

<https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/15253/PARKSIDE%20ACADEMIC%20HONESTY%20POLICY%202021.pdf>

Beecher Hills Elementary School Academic Integrity Policy: <https://www.atlantapublicschools.us/Page/65720>