



# Hephzibah Elementary School

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Principal

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## Academic Integrity Policy

### Statement of Belief

At Hephzibah Elementary School, we believe that modeling and practicing academic honesty is a foundational element in the development of students in order to produce honest and authentic work. It is the belief of Hephzibah Elementary School that all stakeholders in the school community are responsible for promoting a culture of academic honesty and ethical decision-making. Academic honesty will be reinforced and practiced within all teaching, learning, and assessment practices.

### Key Terms:

**Academic Integrity:** Academic integrity is the choice to act responsibly in order promote and maintain trust. All stakeholders in the school community are responsible for promoting ethical decisions leading to the development of honest and authentic student work.

**Plagiarism:** Plagiarism is the choice to use another person's work or ideas, either intentionally or unintentionally, without giving credit to the original source of the information. Examples of plagiarism include, but are not limited to:

- presenting someone else's ideas as your own without giving them credit
- using someone else's work without giving them credit

**Collaboration:** The work of two or more students in a group to produce work that is equitably divided amongst all members of the group. Collaboration occurs through specific guidelines provided by the classroom teacher.

**Collusion:** Collusion is the choice to help another student commit academic dishonesty. Examples of collusion include, but are not limited to:

- Helping someone cheat
- Allowing someone to copy your work
- Doing work for another student
- Sharing information about assessment questions and answers with other students
- Pretending that work was done collaboratively

**Duplication of Work:** Presentation of the same work for different assignments or the presentation of the same work by more than one student.

**Unfair Practice:** Any behavior that provides students with an unfair advantage or that affects the academic success of another student. Examples of unfair practice include, but are not limited to:

- Falsifying records and/or data
- Sharing passwords
- Sharing information about assessments

- Altering grades
- Misuse of citations
- Impersonating someone else

## **Roles and Responsibilities**

### **Faculty/Staff**

- Communicate collaboration versus collusion with each assignment.
- Use a recognized citing convention for written works.
- Model academic honesty at all times.
- Report academic dishonesty through a disciplinary referral.
- Ensure that students understand they must complete and submit their own original work.
- Communicate with students, parents, and administrators regarding concerns related to academic misconduct offenses.
- Involve students in discussion and reflection in cases involving academic misconduct.
- Monitor and ensure ethical student behaviors and work products.

### **Students**

- Read the Student Code of Conduct and sign and return the parent/student agreement form each year documenting that you understand the Academic Integrity Policy.
- Report academic misconduct to a teacher or administrator.
- Always complete your own work.
- Understand that by putting your name on your work means you are claiming it is your own work.
- If academic misconduct occurs, whether intentionally or unintentionally, complete a written reflection with your teacher.
- Ask for help if you are not sure if you do not understand how to be academically honest.

### **Administration/School Leaders**

- Support the Academic Integrity Policy through investigation of misconduct reports.
- Ensure all stakeholders understand the responsibilities and repercussions within the Academic Integrity Policy.
- Ensure the Academic Integrity Policy is applied consistently.
- Provide teachers with materials to help maintain academic honesty.
- Make contact with parents if academic misconduct occurs.

### **Parents, Guardians and Caregivers**

- Read your student's Student Code of Conduct and sign and return the parent/student agreement form each year documenting that you understand the Academic Integrity Policy.
- Encourage your student to practice academic honesty at home and at school.
- Address concerns regarding academic misconduct with your student and school personnel if necessary.
- Monitor any hired volunteers and/or tutors to ensure the production of authentic work.

## **Prevention**

Hephzibah Elementary School will promote academic honesty by teaching students the skills necessary to produce authentic work. This will be accomplished through teaching and coaching. Students in all grades will be taught to cite their work from sources. All students will be guided when working in collaborative groups to ensure all students are contributing to the assigned work.

**Repercussions**

Repercussions will be initially addressed by the teacher with the student. The teacher will report instances of academic dishonesty to the parents as well as the administration. Age-appropriate consequences will be administered within Hephzibah Elementary School's discipline policy. When appropriate, students may be referred to administration.

**Communication**

The Academic Integrity Policy will be posted on the school website and in the student handbook. Teachers will include information within their class documents to guide parents/guardians on the Academic Integrity Policy. The policy will be updated by the Pedagogical Leadership Team and reviewed by school staff annually.

**Resources**

Copeland Academic Honesty Policy <https://www.rcboe.org/Page/75928>

International Baccalaureate Academic Integrity Policy

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