



OVERLOOK ELEMENTARY ACADEMIC INTEGRITY POLICY

2020-21

Created January 2021 by OES
Leadership Team & Staff

Review Date: Fall 2023 by

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IB PYP Academic Integrity Policy

At Overlook Elementary, we believe ‘academic integrity is a guiding principle and a choice to act in a responsible way whereby others can have trust in us as individuals.’ (ibo 2019). We further believe that modeling, teaching, and practicing academic integrity is essential to preparing our students for their academic and professional careers. Even more importantly, practicing academic integrity with our students supports their development as people who act with integrity and take responsibility for their own actions. This is part of a culture of ethics we foster in our school community. Overlook’s academic integrity policy is framed by the IB Learner Profile, most specifically, our students’ goals to be inquirers, knowledgeable and principled.

IB defines academic integrity as “a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.” Academic integrity is acknowledging responsibility for the production of students’ own work, recognition of the work of others, and maintaining honor and trust in the learning environments of our schools. We believe that in order to achieve this, it is important that we focus on educating our students to be principled, to recognize and celebrate authentic student work, and to take pride in promoting student learning through inquiry which includes responsible use of information and communication of original work.

The Academic integrity Policy is designed to define and clarify the expectations associated with the submission of authentic work. It provides staff, students, parents, counselors, and administrators with a common understanding of academic misconduct, defines the responsibilities of all parties in preventing academic misconduct, and encourages principled behavior in the learning environment of our schools. This policy supports and is supported by the AACPS Student Code of Conduct outlined in the District’s Student/Parent Handbook.

In order to understand appropriate academic integrity practice, it is important to clarify behavior that can lead to an unfair advantage in academic work, hereby referred to as “academic misconduct.” Please see definitions at the end of this document.

It is the understanding of all school personnel that when a student puts his or her name on any assignment, they are submitting it as their own and acknowledging original ownership.

Roles and Responsibility in Supporting Academic integrity

Faculty (including teachers, Student Support services team, administration and support personnel):

- Communicate appropriate collaboration versus collusion with each assignment.
- Teach a recognized citation convention for written and non-written works.
- Demonstrate and model academic integrity in presentations, etc.
- Report and record academic dishonesty through a referral and school notes.
- Assure that students in their class understand that when they submit a task as their own, they are representing they have not received nor given aid on assignments or assessments. Teachers can opt to ask students to use their signature to explicitly assure this point if needed.
- Minimize temptation for academic misconduct in assignments/assessment situations.
- Communicate with students, parents, counselors, administrators, about concerns and academic misconduct offenses.
- Involve students in reflection/discussion in the instance of academic misconduct.

Students:

- Confirm understanding of academic integrity with signature on Academic integrity Parent/Student Agreement each year.
- Report academic misconduct violations to a trusted school employee.
- Strive to produce authentic work.
- Understand that putting his/her name on an assignment certifies it as his/her own work, cited appropriately.
- Minimize academic misconduct temptation by balancing time appropriately.
- If an incident of academic misconduct occurs, either intentional or unintentional, complete a reflection process with the teacher.
- Understand proper citation expectations for assignments (MLA)
- Ask for guidance when unsure.

Administration:

- Support academic integrity policy and investigate all counselor/teacher reports of academic misconduct.
- Ensure that all staff, students and parents understand definitions, responsibilities, and repercussions.
- Ensure the academic integrity policy is applied consistently throughout the school.
- Provide staff development and guidance on academic writing and referencing systems that are available.
- Provide teachers with material to guide students in maintaining academic integrity.
- Investigate academic misconduct when necessary.
- Make parent and student contact to reflect on academic misconduct incidents.

Parents, guardians, and/or outside support:

- Read and sign the Academic Integrity Parent/Student Agreement
- Encourage students to practice academic integrity.
- Model integrity by promoting independence of work process and product
- Encourage students to cultivate a culture of academic integrity at home and in school
- Monitor tutors to ensure authentic student work process and product
- Address concerns of academic misconduct/academic misconduct with their child and school personnel if necessary.

Preventing Academic Misconduct

In order to prevent academic misconduct, Overlook Elementary promotes good practice by teaching students the skills necessary to be academically honest. This will be accomplished through direct teaching and coaching, specifically in the communication and research skills found in the Approaches to Learning. Students will be taught to cite their work and acknowledge sources as they complete projects that require research beginning no later than grade two..

Students will be guided when working collaboratively so that all members of a group work equally and so that conflicts can be resolved when they arise.

Repercussions

When academic misconduct occurs, incidents will be addressed by the teacher with the student. When appropriate, the Principal may become involved and the incident will be reported to parents, and other administrators. The AACPS Student-Parent Handbook specifically addresses behavior and consequences at each grade level.

Communication Plan

Overlook's academic integrity Policy will be published on the school website and in the informational materials available to parents at school and virtually. This will be discussed with PYP students and parents early each school year and referred to often throughout the school year when opportunity arises.

Review of the Academic integrity Policy

The Academic Integrity Policy is available for community stakeholders on our website. It will be translated into Spanish to reflect community needs. AACPS provides translation services for policies, documents, and meetings in multiple languages.

The Academic Integrity Policy is reviewed biannually (every two years) to determine necessary revisions. It is reviewed by both staff and members of the School Advisory Committee. Staff have access to the Language Policy in a shared Google Drive folder.

Definitions

Academic misconduct includes:

Plagiarism: "The representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment." In education, we continually study the ideas of others. This makes it important that we acknowledge these ideas and give credit where credit is due

Examples of Plagiarism:

- Any representation of others' work as your own whether deliberate or unintentional
- Non-original work that is not cited and appropriately referenced in submissions
- Copying information from a book or a website
- Misuse of quotation marks, paraphrasing, and in text citations which makes authorship unclear
- Failure to identify the source of elements of nonverbal work (ie. painting, dance, photo, proof, musical composition, etc.) that you've derived your work from
- Using online language translators unless explicitly allowed

Collusion: "Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another."

Examples of Collusion:

- Helping someone else cheat both deliberately and through support.
- Allowing your work to be copied and/or submitted by another student.
- Divide and conquer approach where you are not the author of the entire assignment given by the instructor (if not part of assignment).
- Representing significantly unequal work as an equal collaboration.
- Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future.
- Sharing information about assessment content and questions with other students.

Collusion is not the same as collaboration, which we define as “multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines.” It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task.

Duplication of Work: the presentation of the same work for different assessment components

Unfair Practice: Any other behavior that gives an unfair advantage to a student or that affects the results of another student.

Examples of unfair practice:

- Falsifying records
- Falsifying data
- Sharing passwords, using unauthorized material Disclosing information about assessments
- Altering grades
- Phony citation
- Impersonating another person
- Misconduct during testing times

It is the understanding of all school personnel that when a student puts his or her name on any assignment, they are submitting it as their own and acknowledging original ownership.

Sources: AACPS Student/Parent Handbook. PYP From Principles to Practice International Baccalaureate Organization, *Academic integrity* (2019), Washington International School, Neev Academy, Douglas County School District



Acknowledgement of Review of the Student Handbook

Student's Name	
Teacher	

Please review the *Student Handbook: Rights & Responsibilities* with your child. His/her teacher has discussed it in class, as the *Code of Student Conduct* (pp. 5–19) and the policies and regulations it references are an important part of daily student life, supporting a safe and secure learning environment. It is so central to success in school that there will be periodic reviews of important sections of the *Code* during the year, sections related to:

- *Participation in Senior Activities* (page 22)
- *Academic Dishonesty* (page 23)
- *Technology Resource Use by Students* (page 24)
- *Bias Behavior & Language, Bullying, Cyberbullying, Harassment, Intimidation, and Sexual Harassment* (page 28)

It is essential that the school and homework together to assure that all students meet the high expectations for behavior established in the *Code of Student Conduct*. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the Student Handbook and the *Code of Student Conduct* with your child, please sign and return the signed form to the school.

As the parent/guardian of the above student, I have read and discussed the *Student Handbook: Rights & Responsibilities* including the *Code of Student Conduct* and the *Participation in Senior Activities, Academic Integrity, and Technology Resource Use by Students and Bias Behavior & Language, Bullying, Cyberbullying, Harassment, Intimidation, and Sexual Harassment* with my child.

I understand that the Student Handbook and the policies and regulations it references apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all school, school-related, or Board-sponsored activities, including but not limited to, Magnet, Specialty, and Career and Technology Programs, school field trips, international trips, and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

I understand that students who violate Board policies and regulations on alcoholic beverages and other controlled dangerous substances, sexual assault, sexual harassment, bias behavior and language, and unsafe acts (page 22) shall be prohibited from participation in all senior activities, including prom, graduation, and others.

Parent's/Guardian's Signature	Date
Student's Signature	Date

The Student Handbook is available at www.aacps.org/students, under *Resources/Links* or can be opened directly at www.aacps.org/studenthandbook.

This form is in the AACPS Student/Parent