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**PYP Academic Honesty Policy**

Copeland Elementary is a Candidate School\* for the Primary Years Program (PYP) This school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that Copeland Elementary believes is important for our students.

\*Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme, or the Career-related Programme (CP).  Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit [www.ibo.org](https://ibo.org/)

**Mission**: The mission of Copeland Elementary is to provide globally diverse, rigorous, and relevant instruction to prepare…

**W**orldly

**I**nquiring

**L**imitless

**D**etermined

**C**aring

**A**ccountable &

**T**alented

**S**tudents

In collaboration with the Wildcat community.

**Vision**: Copeland Elementary will provide a well-balanced curriculum through the use of innovative teaching strategies and technology to meet the varied needs of students.

**Statement of Belief**

At Copeland Elementary School we believe that modeling and practicing academic honesty is a necessary component to the development of honesty, integrity and responsibility within our students. Practicing and teaching honesty is essential for academic success. The Academic Honesty policy is framed by the IB Learner Profiles with emphasis on being principled, honest and acting with integrity.

The International Baccalaureate defines academic honesty as “a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.” Academic honesty is a responsibility we teach to student for the purpose of producing original work, recognizing the work of honors and maintaining the integrity of our school’s learning environment. As a school, we believe that it is important to teach our students to be principled by recognizing and celebrating authentic student work. We believe in teaching our students to take pride in their learning which includes being responsible with the use of information and communication. The Academic Honesty Policy is designed to define and clarify the expectations of original work for our students, staff, parents and stakeholders.

In order for all stakeholders to understand appropriate academic honesty practice, it is important to clarify behavior that can lead to academic misconduct.

**Plagiarism:** “The representation, intentionally, or unwittingly, of the ideas, words, or work of another person without proper, clear and explicit acknowledgement.” According to the Merriam-Webster online dictionary, to “plagiarize” means:

* to steal and pass off (the ideas or words of another) as one's own
* to use (another's production) without crediting the source
* to commit literary theft
* to present as new and original an idea or product derived from an existing source

**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 includes:
* Helping/assisting someone cheat
* Allowing someone to copy your work
* Allowing someone to submit your work
* Representing unequal work as collaboration
* Doing work for another student
* Sharing information about assessments/tests/questions with other students

Collusion is not to be confused with collaboration. We define collaboration as multiple students who are actively engaged in an assignment in which the assignment guidelines specify how students are to work together.

**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

* Falsifying records/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 referral
* Assure students understand they must complete and submit their own work
* Communicate with students, parents and administrators regarding concerns for academic misconduct offenses.
* Involve students in reflection/discussion in cases involving academic misconduct.

**Students**

* Sign and return syllabus with parent/student agreement each year
* Report academic misconduct to a school employee
* Always do your own work.
* Understand that by putting your name on your work certifies the assignment as his/her own work
* If academic misconduct occurs (intentionally or unintentionally), complete a written reflection with your teacher.
* Ask for help if you are unsure of academic honestly procedures

**Administration/School Leaders**

* Support the Academic honestly policy through investigation of misconduct reports
* Ensure all stakeholders understand the responsibilities and repercussions within the Academic Honesty policy
* Ensure the Academic Honestly policy is used/applied consistently
* Provide teachers with materials to help maintain academic honesty
* Make parent contact pertaining to academic misconduct

**Parents, Guardians and Care Givers**

* Read and sign your student’s syllabus that covers the Academic Honesty Policy/Agreeement
* Encourage your student to practice Academic Honestly at home and at school
* Address concerns of academic misconduct with your student and school personnel if necessary
* Monitor any hired/volunteer/tutor for authentic work

**Prevention**

Copeland will promote Academic Honesty by teaching students the skills necessary to produce authentic work. This will be accomplished through teaching and coaching. Students in 5th grade 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 instance of academic dishonesty to the parent as well as the administration. Age – appropriate consequences will be administered within Copeland’s discipline policy. When appropriate, students may be referred to administration.

Communication

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

**Resources**

Academic Honesty in the IB educational context (2014)

IBO. (2015). What is an IB education? Retrieved from IBO: <http://www.ibo.org/globalassets/digitaltookit/brochures/what-is-an-ib-education-en.pdf>

Lake Forest Hills Academic Honesty Policy <https://www.rcboe.org/lakeforesthills>

PYP From Principles to Practice International Baccalaureate Organization.

South Smithfield Elementary School Academic Honesty Policy

<https://www.johnston.k12.nc.us/Page/21762>

Revision: 10/08/2020

This policy was written by the PYP Coordinator and reviewed by the Assistant Principal.

Revision: 3/16/2022

This policy was reviewed by the faculty. Edits were submitted via Canvas.