

Dundee Elementary Academy

Academic Integrity Policy



Introduction & Purpose

At Dundee Elementary Academy (DEA) we believe that academic integrity is essential in preparing our students to excel in a global society and for both academic and professional success. Through the shared commitment to model, teach, and practice academic integrity we ensure all students and staff are principled by taking responsibilities for their actions and act with integrity and honesty.

International Baccalaureate defines academic integrity as “a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment.” The purpose of this document is to communicate to all stakeholders in our IB community – administrators, teachers, students, and parents – the programmatic expectations for academic integrity for all learners as required by International Baccalaureate Organization (IBO). This document also provides clear guidelines and responsibilities of all stakeholders.

Mission Statement

Through shared values, Dundee Elementary Academy provides a transdisciplinary inquiry-based education that builds the foundations for further learning and for contributing to our increasingly global society.

Roles and Responsibilities

At DEA, we believe that academic integrity is the responsibility of the administration, staff, students, and caregivers. Every member of our school community should be actively engaged to ensure the effectiveness of this policy.

We believe all Administrators should:

- Support and encourage all by modeling academic integrity as well as personal and professional integrity.
- Ensure that all staff, students, and parents understand definitions, responsibilities, and repercussions.
- Provide professional development for teachers and educational opportunities for parents to help assist with student learning.
- Ensure the academic integrity policy is applied consistently throughout the school.

We believe all faculty members, including teachers, student support service team members, and support personnel should:

- Demonstrate and model how the learner profile contributes to the value of academic integrity.

- Explicitly teach how trustworthiness, fairness, and respect are essential to learning.
- Utilize the approaches to learning and approaches to teaching in developing behaviors, abilities, and skills.
- Hold students accountable by communicating with students, parents, counselors, and administrators about academic misconduct offenses.
- Involve students in reflection and discussion in the instance of academic misconduct.

We believe all students should:

- Demonstrate understanding of the learner profile attributes, such as being principled, balanced and inquirers.
- Confirm understanding of academic integrity with signature on the student compact.
- Take ownership and strive to produce authentic work.
- Be knowledgeable in the ways to avoid academic dishonesty situations.
- Act as active, constructive, independents but collaborative learners.
- If an incident arises, complete a reflection discussing the intentional or unintentional mishap.

We believe all parents should:

- Read and sign the parent responsibilities within the compact for learning each school year.
- Encourage their child to practice academic integrity.
- Encourage their child to cultivate a culture of academic honesty at home and in school.
- Address concerns of academic misconduct with their child and school personnel if necessary.

Preventing Academic Misconduct

At DEA, to help avoid academic misconduct, we explicitly teach and model academic integrity practices, incorporating the Learner Profile attributes and Approaches to Learning skills. Teachers will use age-appropriate formats, provide resources to enhance appropriate technological use and how students can take responsibility for their own work, especially in a collaboration setting. Fifth grade students will be taught how to appropriately cite their work and identify reliable sources as they complete projects that require research.

Academic Dishonesty

Forms of academic dishonesty

- **Cheating:** acting dishonestly or unfairly to gain an advantage, especially on an assessment.
- **Plagiarism:** the act of taking someone else's work or ideas and passing it off as one's own.
- **Copying:** taking the work of another student, with or without his or her knowledge and submitting it as one's own.
- **Collusion:** supporting academic dishonestly by another student by allowing one's work to be copied or submitted by another.
- **Unfair Practice:** Any other behavior that gives an unfair advantage to a student or that affects the results of another student.
 - **Examples including:** Falsifying records or data, sharing passwords or unauthorized materials, altering grades, misconduct during testing times.

Academic Dishonesty Ramifications

In an event in which an academic dishonesty situation occurs, each case will be evaluated on an individual basis according to relevant circumstances.

Category 1 incident, including but not limited to:

- Copying the schoolwork of another students
- Submitting work with help from others when assigned as an independent assignment
- Allowing peers to look at your task or assessment
- incident, including but not limited to:

Category 1 consequences:

Classroom teacher will attend to the incident. Student involved in the incident will receive an infraction for this behavior, and parent will sign the infraction to document parent notification. Student will complete a reflection with the teacher or assistant principal which will have them explain how their actions will affect their life and how they could have made a better choice. Depending on the severity of the situation, the student's grade may be effects or student will redo the assignment.

Category 2 incident, including but not limited to:

- Submitting an assignment or task that produced by a peer
- Taking the answers or parts of a test or task to use or share with others

Category 2 consequences:

Classroom teacher will attend to the incident. Student involved in the incident will receive an infraction for this behavior, and parent will sign the infraction to document parent notification. Student will complete a reflection with the teacher or assistant principal which will have them explain how their actions will affect their life and how they could have made a better choice. Depending on the severity of the situation, the student's grade may be affected or the student will redo the assignment. Based upon the school contract discussed and acknowledge by student and parents at the beginning of the year, student will receive silent lunch for 2 days.

Category 3 incident, including but not limited to:

- A repeated occurrence of Category 1 or 2 incidents
- Stealing test or other school materials
- Lying regarding an academic dishonestly incident
- Changing or altering a grade

Category 3 consequences:

Administration will attend to the incident and abide by the district code of conduct will be followed. This could result in an in-school or out-of-school suspension. Parents will be contacted, and administration will discuss the situation with parents and all others involved.

Review of the Academic Integrity Policy:

This policy will be reviewed annually by Dundee Elementary Academy's school administration, PYP IB coordinator and Pedagogical Leadership Team.

Academic Honesty in the IB educational context: <https://www.ibo.org/globalassets/digital->

[toolkit/brochures/academic-honesty-ib-en.pdf](#)