



*"A Culture of Caring"*

**Annabel C. Perry PreK-8**

**Academic Integrity**

## **INTRODUCTION**

Annabel C. Perry PreK-8 embraces IB's and our school's philosophy to adopt the attitude that students will use integrity toward academic honesty. Academic honesty is anticipated throughout the entire school's community which includes students, faculty, administration, and parents alike.

**It is the policy of Annabel C. Perry PreK-8 that:**

- academic honesty is understood by all students
- students will complete authentic work that they produced and not someone else
- students understand and obey the rules relating to proper conduct with assessments
- students understand the difference between collaborating and cheating and that it is unacceptable to present work that is not one's own

**The objective of the academic policy is to:**

- Encourage practices that upholds good study practices and academic honesty that endorses a good culture among students, teachers, staff and parents.
- Permit students to fully understand how to be good school citizens who are guided by principle
- To prevent misconduct, students are urged to seek help from their teachers or other support staff when completing assessed work
- Safeguard that students comprehend the significance of being truthful about their own ideas and respect the work of others
- Highlight the weight of making sure work turned in represents academic honesty
- Express the magnitude of plagiarism, that it is an offence that will not be tolerated at Annabel C. Perry PreK-8
- Relay the impact that academic dishonesty will have on their grades

### **Annabel C. Perry PreK-8's Mission Statement:**

The mission of Annabel C. Perry PreK-8 is to create *"A Culture of Caring"* in a safe and nurturing environment by being open-minded about other cultures, showing compassion toward others, and reflecting on individual behaviors to promote internationally-minded people.

## **Student Belief:**

My mission as a student at Annabel C Perry PreK-8 is: I will keep my head up high, my shoulder back, as I strut my stuff, because I am beautiful, I am talented, I am gifted, I am well behaved, and college bound.”

## **IB LEARNER PROFILE:**

- **Inquirers**-They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
- **Knowledgeable** -They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
- **Thinkers** -They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
- **Communicators** -They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
- **Principled** -They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
- **Open-minded** -They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.
- **Caring** -They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
- **Risk-takers** -They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

## **ACADEMIC CONDUCT AND MISCONDUCT**

We, at Annabel C Perry PreK-8 promote and expect that all students will be governed by principles in their academic careers by using good judgement and honest behaviors.

The IB General Regulations: IB defines misconduct as “behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.”

### **Academic Honesty refers to:**

- 100% of project tasks and material was done by the student
- Work done is original

- Credit is given to cites used in research and that they are properly cited
- An authentic assessment reflects the curriculum
- Task includes real-world application and tasks that demonstrates skills and knowledge and interest of student
- Students will complete tasks that are challenging which will help them to develop deep understanding and mastery demonstration

### **Intellectual Property**

- All authentic work has the ideas and words of others completely accredited
- Students understand and obey the rules relating to proper conduct of assessments
- Students understand the difference between collaboration and cheating, and that it is unacceptable to present work attained through a process of cheating
- The policy refers to all assignments established and completed in school or at home, ranging from simple homework assignments to formal assessments required by the IB

**Malpractice** - The IB Organization defines malpractice as behavior that results in, or may result in, the student gaining an unfair advantage in one or more assessment components.

### **Academic Dishonesty includes:**

**Plagiarism** – is defined improper, illegal activity

### **Academic Misconduct extends to:**

- Disruptive behavior during assessments
- Stealing assessments
- Taking unauthorized material into a testing environment
- Non-verbal communication
- Improper technology etiquette

## **ROLES AND RESPONSIBILITIES**

Annabel C. Perry’s PreK-8 responsibility is to offer and promote a curriculum that allows student to be challenged yet promoting academic honesty as they work throughout their academic career. The curriculum must foster honesty and be endorsed by all students, teachers, specials and counselors and other education personnel.

- Be a positive role model
- Set clear expectations for assignments
- Create assignments that are rigorous and thought-provoking
- Respect the work of others by citing sources as required by citation convention
- Exhibit good collaboration and refrain from cheating
- Allow ample time for students to practice skills

### **Students:**

- Practice good academic behaviors and encourage others to use academic honesty

- Confirm understanding of academic honesty with signature on Code of Conduct form each year.
- Report academic dishonesty to an authority figure
- Produce their own work and not turn in that of others
- Understand that they should sign their own work
- Minimize cheating by allowing ample amount of time to complete projects
- Student must complete the reflection process with the teacher if they cheated on a task or project.
- Know who to go-to, to confirm what should and should not be done

### **Administration:**

- Be role models for honesty
- Ensure the academic honesty policy is applied consistently throughout the school.
- Ensure that the academic honesty policy is shared with parents, students, and other school staff to keep the integrity of student work
- Facilitate academic honesty procedures and provide consequences for dishonest behavior
- Provide professional development within the school year so teachers understand how to approach and handle academic dishonesty
- Provide teachers with resources to use in their classes that encourages students to practice quality academic behaviors.
- Create a supportive environment where students are not afraid to be challenged and demonstrate work that reflect honesty.
- Give student rigorous authentic tasks that involves real life experiences.

### **Parents, guardians, and/or other outside support:**

- Be a positive role model
- Read/sign Academic Honesty Form
- Encourage your child to practice academic honesty
- Encourage your child to maintain a philosophy of honesty in and out of school

### **Consequences**

When a student refuses to follow Annabel C. Perry's PreK-8's Academic Honest Policy, the following actions will occur:

- An investigation by the teacher and/or assistant principal
- Parent contact and conference
- Student will lose privilege of field trips or special school activity
- The student will receive a failing grade for that assignment and will not be allowed to make-up that assignment



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**Annabel C. Perry PreK-8  
Academic Honesty Signature Form**

Student Name (please print):

Student ID:

By signing this form, I confirm that I have read, understand, and will follow the Annabel C. Perry's PreK-8's Academic Honesty Policy.

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Student Signature

\_\_\_\_\_

Date

By signing this form, I confirm that I have read, understand, and will encourage my child to follow Annabel C. Perry PreK-8's Academic Honest Policy.

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Parent Signature

\_\_\_\_\_

Date