



## Academic Honesty Policy

**Academic integrity is fundamental to the values of Memorial Elementary School. It ensures that the pursuit of knowledge and the assessment of learning are conducted with honesty, fairness, and respect. This policy outlines the responsibilities and expectations regarding academic integrity for students, teachers, and parents within our community.**

**The objective of the Admission Policy is to emphasize the outline responsibilities, clarify our procedures, and specify outcomes. This policy embodies the principle of the IB Learner Profile, Principled. We strive to promote a learning environment that promotes honesty, trust, fairness, respect, and responsibility.**

### **Responsibilities of Students**

1. **Honesty:** Students are expected to complete all assignments, exams, and assessments with honesty. This includes accurately representing their own work and acknowledging all sources used in the appropriate citation format designated by the teacher.
2. **Originality:** Plagiarism, cheating, and other forms of academic dishonesty are strictly prohibited. Students must submit original work unless explicitly instructed otherwise by the teacher.
3. **Citation:** Proper citation of sources is essential. Any ideas, words, or materials taken from external sources must be appropriately cited following the prescribed citation style.
4. **Collaboration:** Collaboration is encouraged when it is allowed by the instructor. In such cases, students must adhere to the guidelines provided and give credit to all contributors.
5. **Examinations:** During examinations, students must not engage in any form of cheating, including but not limited to using unauthorized materials, communicating with others, or accessing prohibited information

### **Responsibilities of Teachers**

- **Instruction:** Teachers are responsible for educating students about academic integrity and the importance of ethical conduct in their academic pursuits. All teachers will review the Academic Policy with all students. They are responsible for providing instruction too.
- **Clear Expectations:** Teachers must clearly communicate their expectations regarding academic honesty, including guidelines for citing sources, collaboration, and the consequences of dishonesty.
- **Fair Assessment:** Assessment tasks should be designed to promote original thinking and discourage cheating. Teachers will implement measures to detect and prevent plagiarism and cheating effectively.
- **Support:** Teachers should provide support and guidance to students to help them develop their academic skills and uphold the principles of integrity.
- **Consistency:** Teachers must apply the academic integrity policy consistently and fairly to all students, ensuring that violations are addressed promptly and impartially



### **Responsibilities of Parents**

- Support: Parents play a vital role in promoting academic integrity by encouraging their children to take pride in their work and to uphold ethical standards.
- Communication: Parents should communicate with their children about the importance of honesty, integrity, and ethical behavior in academic endeavors.
- Supervision: Parents should monitor their children's academic activities and ensure that they understand and comply with school policies regarding academic integrity.
- Collaboration: Parents should collaborate with teachers and school administrators to address any concerns or issues related to academic integrity promptly

### **Responsibilities of School Administrators**

- Communication: Administrators will ensure teachers, parents, and students are fully aware of the Academic Integrity Policy. The policy will be easily accessible to all members of the learning community by updating the policies and procedures regularly in SDMC and posting final updates on the school website, faculty handbook and student handbook.
- Support: Administrators will back teachers in enforcing the policy by providing them with administrative support when dealing with suspected cases of academic dishonesty. This includes assisting with investigations, documenting incidents, and implementing appropriate consequences. Provide training sessions or workshops for teachers to familiarize them with the Academic Integrity Policy. This can include explaining the policy guidelines, discussing case studies, and clarifying procedures for handling violations.
- Collaboration: Facilitate collaboration among teachers to share best practices for promoting academic integrity. This can be done through teacher meetings, sharing of resources, and peer mentoring.
- Promotion of a Culture of Integrity: Foster a school culture that values academic honesty and integrity. Administrators can lead by example and encourage teachers to integrate discussions on ethics and academic integrity into their curriculum.

### **Violating the Academic Integrity Policy**

Each member of our community - students, teachers, counselors, administrators, and parents - contributes to establishing and enforcing consequences for unethical behavior. The initial phase involves examining and confirming any suspicions or infractions.

- During the investigation the following will be evaluated:
  - Determine responsibility based on evidence gathered.
  - Consider intent, previous violations, and other relevant factors.
  - Use a standard of proof with a preponderance of evidence proving that academic dishonesty took place during the assignment or assessment.
    - If it is found that the student demonstrated academic dishonesty on the assignment or assessment, the student will be allowed to redo the assignment or assessment.
    - If the student denies demonstrating academic dishonesty, they will be allowed to appeal the findings of the investigation.

