



Janie Howard Wilson Elementary Academic Honesty Policy

The value of Academic Honesty is highly valued at Janie Howard Wilson Elementary. All students receive instruction in a culture that strongly promotes the value of academic integrity. Students are committed to creating and developing coursework that is their own intellectual property. They learn to use only authorized aid and assistance and to appropriately reference primary and secondary sources.

Our school's culture prohibits any act of academic malpractice. As our inquiring students develop skills and learn how to activate their agency, students both enjoy the freedom and bear the responsibility of studying in a course that emphasizes independence and self-reliance. The JHW staff recognizes that the 21st-century learner has an abundance of information at their fingertips at all times. This unprecedented access makes it imperative that systems are in place to teach young learners the importance of academic ethics.

The purpose of the written Academic Honesty Policy is to describe academic honesty as it relates to Janie Howard Wilson's learning community to define breaches of academic honesty and to outline the school's response should academic dishonesty occur. If our software detects the student participated in academic malpractice, the progressive discipline system begins. This expectation includes the IB PYP Exhibition and IB core requirements, and course work that assesses Florida state standards. The teachers, the IB Coordinator, and the administration will monitor student submissions and if the staff is alerted to possible malpractice, progressive discipline measures will be followed.

Academic Malpractice Defined Cheating includes plagiarism, collusion, duplication of work, misconduct during an examination, and the disclosure of information on any examination, etc. Cheating is broadly defined as any behavior which is used to gain an unfair academic advantage. Examples are the falsifying of records, the use of technology to gain answers, the utilization of notes in a test without permission, and allowing another person (friends, parents, tutors, etc.) to do work identified as the students.

Plagiarism is defined as submitting another person's work and identifying it as their own. This includes any work submitted without a citation giving credit to the creator of the intellectual property.

Misconduct Relating to Examinations

Misconduct occurring during any form of assessment be it classroom assessment and/or local and state assessment (FAST, iReady, STAR:

- The copying of another person's work without citation.
- The theft of any examination documents.
- Knowingly using unauthorized materials or information during an examination.

- The use of technology to gain an advantage during an examination.
- Any attempt to compromise the attention of another candidate during an examination.
- Knowingly exchanging information about the examination before and within 24 hours of taking the examination.

Progressive Discipline

The progressive discipline process following a breach of the Academic Honesty policy is as follows:

First Offense:

- A zero is given for the assignment.
- A discipline referral is entered into the school's student management system.
- The teacher calls the parent of the student within a 24-hour period of knowledge of the breach.
- The Administrators and IB Coordinator are informed of the breach and the actions taken by the teacher.
- Offenses occurring during a State Assessment will result in the student's test being invalidated and additional consequences may follow (please see the student code of conduct CHEATING Section 4.03).

Second Offense:

- A zero is given for the assignment.
- A discipline referral is entered into the school's student management system.
- The Administrators and IB Coordinator are informed of the breach and the actions taken by the teacher.
- The administrations will schedule a parent, teacher, and coordinator conference. The student's other teachers may be included depending on the situation.
- The student will be placed on Academic Probation as evidenced by a contract signed by the student, parent, and administrator during the conference.
- Offenses occurring during a State Assessment will result in the student's test being invalidated and additional consequences may follow (please see the student code of conduct CHEATING Section 4.03).

Third Offense:

- A zero is given for the assignment.
- A discipline referral is entered into the school's student management system.
- The Administrators and IB Coordinator are informed of the breach and the actions taken by the teacher.
- The administrations will schedule a parent, teacher, and coordinator conference. The student's other teachers may be included depending on the situation.
- Review of the Academic Honesty Contract during the conference.
- Offenses occurring during a State Assessment will result in the student's test being invalidated and additional consequences may follow (please see the student code of conduct CHEATING Section 4.03).

Annual Review of the Policy The Academic Honesty Policy undergoes an annual review to ensure it is meeting the needs and expectations of all stakeholders. The committee reviewing the policy will include Administration, IB Coordinator, SAC, PTO, IB PYP Committee, and teachers. The review commences in the Spring Semester for the upcoming school year.

Communication of the Policy The final version is communicated through the following resources:

- Students and their parents sign an Academic Honesty Contract which includes a link to this policy during the first week of school.
- It is placed on the Janie Howard Wilson Elementary School Website.
- Copies of the policy are available upon request.