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**Lake Forest Elementary Academic Integrity Policy 2022-23**

**Philosophy**

Lake Forest Elementary believes being principled individuals includes practicing academic honesty and is crucial for all students to learn to their fullest potential. Lake Forest promotes a culture of academic integrity by communicating a growth-centered approach to teaching, learning, and assessing where students are encouraged to be inquirers, thinkers, and agents of their own learning.

**Rights and Responsibilities**

School

1. Define school-wide expectations and provide time for class discussions and lessons around academic integrity
2. Send parent compact at the beginning of the school year to clearly outline expectations
3. Post visual reminders of ROAR expectations throughout the building
4. Communicate growth-centered data to teachers, community, and all stakeholders
5. Utilizes a Tier Behavior Matrix that supports academic honesty

Teacher

1. Staff will introduce, model and check for understanding with all students.
2. Create and foster a safe environment where students can take risks to learn and are valued regardless of achievement
3. Communicate regularly that the process is more important than the product
4. Teach students what it means to have a growth-based mindset

Students

1. Ask for help when needed and advocate for their own learning
2. Recognize and understand the importance of citing sources
3. Create original work, and do not copy the work of others
4. Contribute equally with group-based tasks
5. Not allow another student to copy their work
6. Refrain from behaviors that give an unfair advantage (eg. notes on a test, cheat sheets, acquiring information on a test ahead of time, etc.)

Family/Parents

1. Review academic integrity policy
2. Partner with teacher for solutions/ communication of common philosophy for asking for help, making mistakes, and focusing on growth

**Definition of Academic Integrity**

Lake Forest Elementary expects that each student will be honest and submit his/her own work. Academic integrity is embedded into the life of Lake Forest, it is taught, expected, and practiced. It is the responsibility of every student, staff member, and parent to exhibit integrity, honesty, trust, fairness, and respect. Examples of academic dishonesty include:

* copying or "borrowing" from another source and submitting it as one's own work
* seeking or accepting unauthorized assistance on tests, projects, or other assignments
* altering or forging grades, gradebooks, progress reports, report cards or other academic records
* fabricating data, signatures, or resources
* providing or receiving test questions in advance without permission
* working collaboratively with other students when individual work is expected

Lake Forest students, staff, and families are expected to act in a principled manner and avoid any instances of academic misconduct.

**Definitions of Academic Misconduct**

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

*Academic Misconduct* *The IB organization defines academic misconduct as behavior (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.*

*Plagiarism* *The IB organization defines this* as the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment.

*Collusion:* *Allowing individual*’s work to be copied by another student, or participating in academic misconduct

*Duplication of Work:* *When the same piece of work is submitted for* a different assessment.

*Facilitating Academic Dishonesty:* The intentional help, or attempt to help, another student to violate any provision of this Code.

**Possible Consequences of Academic Misconduct:**

* Conversation with teacher, student reflection
* Notification to parents.
* Administrative conference with student.
* A failing grade on the assignment or test.
* Discipline referral sent to appropriate administrator.

**Education, Guidance and Support:**

Lake Forest Elementary School will focus on developing and supporting best practices of academic integrity.

**Assessment Review: This school policy will be reviewed annually and revised as necessary following the review.**

**Sources**

*Academic honesty in the IB educational context (2014)*

*World Intellectual Property Organization. 2013. Available in :* [*http://www.wipo.int*](http://www.wipo.int/)*.*

*MYP: From principles to practice. 2014. International Baccalaureate Organization.*

*Last reviewed on 9-7-22*