Academic Integrity Policy
Jefferson School

Jefferson School Mission Statement:

The mission of our school is to provide all scholars with a high-quality education that is rigorous and relevant, that tasks scholars to use high order thinking skills and apply their learning to real-life situations. We seek to create a safe and caring learning community that promotes agency in learning and social emotional growth that achieves equity for all scholars. We ensure that each scholar is a successful learner, by challenging and supporting every scholar to thrive as a global citizen, achieve academic excellence, and embrace the diversity of our community.

Role of the student: Cite evidence, know and understand when to work together and when to work independently, produce authentic work/group work, be honest, demonstrate responsibility online, take ownership of your work

Role of the teacher: Provide scaffolding, model expectations clearly, communicate and support the development of skills that will support ethical research and thinking skills.

Role of the parent: Take initiative at home, collaboratively support student/teacher/parent contract

Role of leadership: Provide resources, support teachers and model for them, address academic integrity issues as they arise

Philosophy

Jefferson School values integrity and honesty, therefore, JFS students will learn with honesty and integrity. The Jefferson School community believes that academic dishonesty undermines the value of education, damages the ethical character of a student, and threatens the integrity of our school. Our philosophy is guided by three of the learner profile attributes:

> **Principled:** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take

responsibility for our actions and their consequences.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Inquirer: Acquire the skills necessary to conduct inquiry and research.

Principles of Academic Honesty

Students at JFS will:

- take responsibility for their learning and completion of work
- prepare for and complete assignments in a fair and ethical manner
- understand how to avoid plagiarism and actively ask questions about plagiarism when unsure (including the use of artificial intelligence (AI)
- report violations of academic honesty to staff members in a timely manner

Definition of Academic Dishonesty

Academic dishonesty is using a person's work, concepts, designs, ideas, research, or documentation, without giving proper or clear credit to the source. Academic dishonesty includes: lying, cheating, copying assignments, using or providing unauthorized materials in preparation for an assessment, or using or providing unauthorized materials during an assessment, and other acts. It also includes any attempt (even if unsuccessful) to be academically dishonest.

Jefferson School School is aligned with the International Baccalaureate in their definition of academic misconduct as outlined below in text cited from the *Academic integrity policy, Published October 2019 (Updated March 2023). "*While it is recognized that not all PYP learners engage in standardized assessment and/or examinations, the principle of academic integrity and its five fundamentals—honesty, trust, fairness, respect, and responsibility apply to all elements of learning, teaching and assessment. These concepts are relevant to all members of the learning community."

Academic misconduct includes:

- Plagiarism– the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- Fabrication or Falsification– Falsifying data, information, or citations in an academic exercise to gain an unfair advantage
- Cheating– Copying from another student's work or receiving unauthorized help during an exam or assignment

- Unauthorized use of AI– Using artificial intelligence or other mechanisms without authorization (e.g., CAASPP testing, class assignments, etc.)

Academic Integrity and Artificial Intelligence (AI)

AI brings both opportunities and challenges when considering academic integrity. A benefit of AI is it can help identify and prevent dishonest behaviors, however, its use can also elevate ethical questions, especially when it comes to privacy and surveillance. Teachers can use Artificial Intelligence to help students learn how to use AI ethically and responsibly, and to develop critical thinking skills. Best practices teachers can use to minimize the use of AI are:

- Design assessments that focus on learning and progress, not just outcomes (or products).
- Create a culture of integrity and set clear expectations for ethical behavior
- Teach scholars to correctly reference AI-generated content as the authorship of an AI
- Teach scholars to investigate quality of sources used by AI

Consequences of Academic Misconduct

The teacher or administrator will:

- Investigate the report of misconduct with all involved parties
- Conference with student(s) involved to record statement from student about misconduct
- Report misconduct to parent/guardian /caregiver and administrator
- Require resubmission of work product

Shared Responsibility for Academic Integrity

Administrators, teachers, parents/guardians/caregivers and students must understand, accept and share responsibilities for this policy to be effective.

Student Responsibilities

The student will:

- set aside ample time to study
- regularly attend and participate actively in class
- protect work (do not lend or borrow)
- not look at another's test or allow his/her/their test to be seen
- not communicate in any form with others during a non-collaborative test
- not represent as his/her/their own the work of a friend, parent, sibling, or anyone else

- not allow one member of a team to do an unequal amount of work
- learn how to paraphrase and summarize properly
- learn how to cite sources appropriately
- review the policy

Example of Scholar Accountability Tool: Link to Academic Integrity Template for Sixth Grade Exhibition

Parental Responsibilities

The parent/guardian/caregiver will:

- communicate with their student values of moral and ethical behavior
- be aware of a student's need for a quiet time and place to study
- support the student's efforts, but not do the work assigned for the student
- encourage good use of time
- review the policy each year

Teacher Responsibilities

The teacher will:

- review the policy at the beginning of the year and explain various examples and forms of academic dishonesty that should be avoided
- provide the policy (paper or electronically) to be reviewed at home with parents/guardians/caregivers
- be specific to the expectations for all behavior
- collaborate with the librarian to support academic research skills as needed, etc.
- teach conventions for citing sources

Administrator Responsibilities

The administrator will:

- provide copies (paper or electronically) of the policy to all teachers for distribution
- support teachers in upholding the policy
- ensure that sufficient evidence is collected of academic dishonesty to ensure students' rights are protected and appropriate/just consequences are administered
- record incidents or follow-up actions needed in cases of academic dishonesty
- hold parent conferences and other disciplinary meetings as needed

Revision and Development

This policy will be reviewed and revised as needed, or at least once every evaluation cycle.

Revised and adopted March 2026

Adapted from HAH's Academic Integrity Policy 2025 (Format and Content)