

Mark Twain Elementary School

Academic Honesty Policy

This document outlines the understanding and implementation of academic honesty at our school. It aims to state the importance and purpose of principled integrity, define responsibilities, articulate our practices and clarify consequences. This policy reflects the attributes/qualities of the IB Learner Profile that Mark Twain strives to develop and are inherent in Mark Twain’s Mission Statement:

Mark Twain is a community of life-long learners, built upon a collaborative spirit that fosters inquiry-based learning. Our purpose is to promote and develop responsible, active, and reflective citizens of the world.

Our practices employ the tools provided by the essential elements of the PYP curriculum framework – specifically, the PYP attitude of respect, the Key Concept of Responsibility, and the Approaches to Learning embodied in the self-management, social, communication, thinking and research skills.

All teachers realize the role they play in modeling conscientious and ethically minded behavior in ourselves. To this end, our practices promoting academic honesty are interwoven throughout all aspects of our school community - in the classrooms, public areas, professional development, and the community’s extracurricular events.

Practices, Roles and Responsibilities

Teachers	Students	Parents
Define academic honesty, intellectual property, plagiarism and authentic authorship	Nurture our curiosity by developing skills to pursue our questions	Understand the school’s standards of academic honesty
Provide research guidelines using Independent Investigation Method, a school wide process	Work independently and with others	Model and provide consistent reminders about the importance and meaning of academic honesty
Encourage development and articulation of student’s ideas	Learn how to collaborate respectfully	Support the ethical use of sources
Teach how to synthesize, summarize and paraphrase correctly	Recognize the work and efforts of others	Promote the practice of honest academic behavior
Instruct ethical use of sources	Acknowledge the work and efforts of others	Support the school policy regarding consequences regarding unethical decisions and actions
Teach age appropriate citation of sources – primary and secondary, text, internet.	Adhere to classroom’s essential agreements for group work	Communicate concerns to the school in a timely manner
Provide examples of the grade level’s model of citation of sources	Cite the sources of information that are used according to grade level guidelines	

<p>Explain difference between legitimate and unacceptable collaboration, as regards to timing and intent.</p> <p>Create essential agreements for group work</p> <p>Develop age appropriate grade level pledge or declaration of academic honesty</p> <p>Inform community on action taken upon finding a situation of a student's misuse or malpractice</p> <p>Adhere to District policy regarding education technology, data, internet security and safety, copyright laws and compliance</p>	<p>Learn to synthesis, summarize and paraphrase in our own words</p> <p>Develop and hone our critical thinking skills</p> <p>Employ our creativity</p> <p>Take responsibility</p> <p>Exercise initiative in making reasoned ethical decisions</p> <p>Act with integrity</p> <p>Practice honesty</p> <p>Honor classroom pledge</p> <p>Understand consequences of unethical decisions and actions</p>	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Grade Level Citation Requirements

Teachers use Mark Twain Citation Template, <http://citationmachine.net>, and <http://bib.net> as resources. Each grade level decides on age appropriate modifications. 5th grade requires MLA documentation style.

Consequences of Unethical Decisions and Actions

All partners – students, teachers, counselor, administrators, and parents - play a role in determining and implementing the consequences for unethical decisions and actions. The first step is to investigate and substantiate the suspicion or offense. As an elementary school, we prefer to manage most feedback within the classroom. However, administrators and counselors will be called upon, as needed, to emphasize the seriousness of the situation or provide the teacher with greater support.