



Falls Church City Public Schools



Mount Daniel & Oak Street Elementary
Primary Years Programme

Academic Integrity Policy

FCCPS Mission

Falls Church City Public Schools is a student-centered, innovative, and inclusive community of lifelong learners. We aspire to be the premier International Baccalaureate school division. We strive to create a personalized environment that supports each child's unique needs, and prepares every student to be a responsible, caring and internationally-minded citizen.

Academic Honesty at Mount Daniel and Oak Street

At Mount Daniel and Oak Street Elementary, we strive to develop learners who are principled and act with integrity and honesty. We believe in respecting and honoring the work of ourselves and others. It is our goal to provide students with the knowledge they need to be able to appropriately cite and give credit to work that helps to shape their ideas and thinking.

Definitions

Plagiarism - The IB defines plagiarism "as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment" ([IBO, 2018](#))

Collusion - The presentation by a student of an assignment that is claimed to be his or her own work but is in fact the result (in whole or in part) of unauthorized collaboration with another person or persons.

Grade level expectations

The Virginia Standards of Learning (SOLs) for English Language Arts outlines a progression of standards that supports the development of retelling, summarizing, and research skills. Beginning in 2nd grade, the SOLs specifically address plagiarism within the standards. Below are the grade level expectations:

Preschool	<ul style="list-style-type: none">I can retell stories and events. <p><i>CCLD1.2u</i></p>
Kindergarten	<ul style="list-style-type: none">I can share where I got my ideas. <p><i>SOLs K.12d</i></p>

1 st Grade	<ul style="list-style-type: none"> • I can tell and retell stories and events. • I can retell stories using the beginning, middle and ending of a story. • I can find information from resources. <p><i>SOL 1.2b, 1.9g, 1.14d</i></p>
2 nd Grade	<ul style="list-style-type: none"> • I can retell information shared by others. • I can understand the meaning of plagiarism and learn to use my own words when researching. • I can use my own words to record information. <p><i>SOLs 2.1j, 2.12f</i></p>
3 rd Grade	<ul style="list-style-type: none"> • I can understand the difference between plagiarism and using my own words in writing. • I can review my writing to check that the language and/or thoughts of another author are given proper credit. • I can orally summarize information expressing ideas clearly. • I can summarize information found in nonfiction texts. • I can identify the main idea and supporting details of texts. <p><i>SOLs 3.1d, 3.6f, 3.6g, 3.6h, 3.9e</i></p>
4 th Grade	<ul style="list-style-type: none"> • I can understand the importance of avoiding plagiarism. • I can give credit to sources when gathering and reporting information and ideas. • I can give credit to sources used. • I can avoid plagiarism by giving credit whenever using another person's media, facts, graphics, music, and quotations. • I can orally summarize information expressing ideas clearly. • I can use evidence to support opinions and conclusions. • I can summarize supporting details. I can draw conclusions and make inferences using textual information as support. <p><i>SOLs 4.1c, 4.1e, 4.6d, 4.6e, 4.9d, 4.9e</i></p>
5 th Grade	<ul style="list-style-type: none"> • I can avoid plagiarism. • I can give credit to sources when gathering and reporting information and ideas. • I can understand that there are consequences of plagiarism, according to the guidelines established by local school divisions. • I can prevent plagiarism and its consequences by giving credit to authors when ideas or specific words are used in research. • I can avoid plagiarism by giving credit whenever using another person's media, facts, graphics, music, and quotations. • I can summarize the main points a speaker makes, and connect comments to the remarks of others. • I can identify the main idea and summarize supporting details of nonfiction texts. • I can locate information from the text to support opinions, inferences, and conclusions. <p><i>SOLs 5.1e, 5.1f, 5.6c, 5.6d, 5.6g, 5.9d, 5.9e</i></p>

Academic Misconduct

We recognize that student development varies from child to child. We aim to meet students at their current levels and provide them with the tools necessary to continue their academic and social growth. Should a student engage in academic dishonesty, a comprehensive approach to address the individual circumstances will be conducted. An academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication and deception. Managing issues involved with academic dishonesty will include all stakeholders as part of the decision making process. Helping students to understand the importance of academic dishonesty is essential to the continued growth of the student. If a student consistently displays difficulty with academic honesty or portions of the policy, appropriate disciplinary action based on student grade and age will occur.

Responsibilities

Students are responsible for

- using integrity in all aspects of their academic work.
- avoiding situations that might contribute to cheating/plagiarism
- following teacher guidelines for proper citation of sources used
- not presenting another's work as their own.
- collaborating appropriately as defined by the teacher and the task.
- seeking help from teachers
- fully acknowledging and properly citing the work of others

Teachers are responsible for

- modeling and facilitating ethical practices within their classes and the school as a whole
- providing guidelines for proper citation of sources used
- defining expectations for legitimate collaboration and unacceptable collusion for tasks
- addressing violations of the Academic Honesty Policy

Parents are responsible for

- discussing academic honesty with their children to help them understand its meaning and importance.
- encouraging their students to demonstrate academic integrity and personal responsibility

Administrators are responsible for

- promoting a principled learning environment.
- insuring that all faculty, students and parents have access to the Academic Honesty Policy
- supporting the school-wide community adherence to the Academic Honesty Policy
- communicating with parents, teachers and students regarding any alleged Academic Honesty Policy violations
- provide access to tools to support academic integrity

References:

Mary Ellen Henderson & Meridian High School Academic Integrity Policy

Policy Reviewed: Fall 2021