



SYRACUSE CITY SCHOOL DISTRICT

John T. Roberts PreK-8 School

Dr. Sharon Archer, Principal

International Baccalaureate PYP/MYP Academic Honesty Policy Updated for the 2025-2026 School Year

The Roberts School Mission:

To provide the students at Roberts School with a high-quality education that will produce inquiring, knowledgeable, active citizens and leaders from our diverse community while developing lifelong learners, positive relationships and creating a culture of pride, respect, caring, compassion, and social responsibility.

Philosophy on Academic Honesty:

At Roberts, we believe that academic honesty is integral to learning and embodied in the IB Learner Profile. The IB Learner Profile, as the heart of the PYP and MYP, seeks to help students realize the importance of academic honesty in their education and future careers. We trust that students act with integrity in representing their work and the work of others. When students embody these attributes, they will become role models of academic honesty and international mindedness.

Purpose of this Document:

This policy clarifies for all stakeholders – administrators, teachers, students, parents, and community members - what constitutes as academic honesty vs. academic misconduct, lists roles and responsibilities of all stakeholders, and explains consequences for academic misconduct, as well as the program expectations for academic honesty.

What is Academic Misconduct?

| Academic Misconduct: (but is not limited to) | Examples of Academic Misconduct: (but is not limited to) |
|---|---|
| <ul style="list-style-type: none">• Cheating: communicating with other students during an exam or assessment, using an unauthorized device or material during an exam or assessment, or copying another student's work.• Collusion: assisting another student in being academically dishonest.• Duplication: re-submitting work that was previously assessed or graded without the teachers' knowledge.• Falsification: fabricating or changing items such as signatures or data to alter the outcome.• Plagiarism: submitting work and/or ideas as one's own, when in fact it is the work and/or idea of someone else or AI/bot (unless otherwise approved by teacher). | <ul style="list-style-type: none">• Whispering, hand gestures, passing notes or other forms of communication during assessments.• Modifying the work of someone else and submitting it as your own without proper citations.• Telling students in a later class period, or an absent student, what material is on an assessment (face to face, written, or with social media)• Bringing a cell phone or smart watch into an assessment that states no electronics.• Using notes or references on an assessment without the permission of the teacher.• Purchasing an assignment from someone or AI/bot and submit it as your own.• Using internet applications to solve math problems represents solving as your own. |

Roles and Responsibilities of Stakeholders:

| Administration | | |
|---|---|--|
| <ul style="list-style-type: none">• Support academic honesty policy and investigate all counselor/teacher reports of malpractice• Ensure that all staff, students, and parents understand definitions, responsibilities, and repercussions• Ensure the academic honesty policy is applied consistently throughout the school• Investigate misconduct and make parent/student contact to reflect on malpractice incidents | | |
| Student | Teachers | Parents and Family |
| <ul style="list-style-type: none">• Confirm understanding of the academic honesty policy by signing the policy.• Take responsibility for turning in original work with properly acknowledged sources.• Minimize misconduct temptation by balancing time.• Talk to MYP or PYP coordinator or IB school counselor when feeling overwhelmed to discuss assignments and time management strategies to reduce stress.• Cite and credit the original creator whenever using work, words, ideas, pictures, information, or anything produced by someone else, including AI. Paraphrased ideas of another person should also be acknowledged. | <ul style="list-style-type: none">• Implement the school's academic honesty policy and carry out good practices in this regard.• Communicate appropriate collaboration versus collusion with each assignment.• Teach a recognized citation convention for written and not-written works.• Demonstrate and model academic honesty in all presentations and projects.• Discuss with students the difference between collaboration and collusion.• Confirm that everything, as far as they know, is acceptable piece of work from a student is authentic, including all assessment tasks.• Communicate policy infractions to student's families should they arise. | <ul style="list-style-type: none">• Emphasize expectations for integrity and academic honesty in all work.• Support your child to independently complete projects and tasks.• Monitor your child's use of digital devices as it applies to academic work.• Consistently monitor your child's planner/CANVAS and review grades and assignments in FOCUS. |

Academic Misconduct Consequences:

The consequences listed below are dependent on the scope and severity of the situation, grade level of the student and are subject to review by the Administration.

| | K-2 | 3-5 | 6-8 |
|--|--|--|---|
| 1 st Violation of the year | <ul style="list-style-type: none"> Reteach academic honesty expectations. Teacher notifies parent/guardian and reviews the Academic Honesty Policy with student and family | | |
| | | <ul style="list-style-type: none"> Student may resubmit the assignment with appropriate changes to replace the zero | |
| | | | <ul style="list-style-type: none"> teacher notifies other MYP teachers of the misconduct |

| | K-2 | 3-5 | 6-8 |
|--|--|-----|--|
| 2 nd Violation of the year | <ul style="list-style-type: none"> Reteach academic honesty expectations. Teacher notifies parent/guardian and reviews the Academic Honesty Policy with student and family | | <ul style="list-style-type: none"> Zero grade; student may resubmit the assignment with appropriate changes to replace up to the 75% of the possible grade. Teacher fills out the Academic Honesty Misconduct Form and submits to IB Coordinator and MS Vice Principal |
| | | | <ul style="list-style-type: none"> IB Coordinator reviews the misconduct and the Academic Honesty Policy with the student and parent/guardian and the policy is signed by all parties to represent understanding. Detention is assigned. |

| | K-2 | 3-5 | 6-8 |
|--|--|--|--|
| 3 rd Violation of the year | <ul style="list-style-type: none"> Reteach academic honesty expectations. Teacher notifies parent/guardian and reviews the Academic Honesty Policy with student and family. Building administration is notified and additional consequence determined | <ul style="list-style-type: none"> Zero grade; student may resubmit the assignment with appropriate changes to replace up to the 50% of the possible grade. Building Principal meets with parent and student | |
| | | | Building administration assigns additional consequences. |

**International Baccalaureate
Honesty Policy Agreement (Grades 3-8)**

1. I have read the school's academic honesty policy.
2. Any work I submit to any teacher for consideration or assessment will be my own authentic work. This includes homework assignments, formative assessments, summative assessments, and work to be submitted to the IB coordinator.
3. I will learn the processes for acknowledging someone else's work or ideas and will appropriately acknowledge all uses of someone else's work or ideas. I will not utilize AI unless approved to do so by the assignor.
4. I understand that I can ask for help if I am unsure about what constitutes academic honesty in any of my assignments.
5. I will submit only work that I have completed independently. I will not allow other students to copy or to submit work that I have completed.

Student Name: _____ Date: _____

Student Signature: _____

I have reviewed the school's academic honesty policy. I reviewed it with my child.

Parent Name: _____ Date: _____

Parent Signature: _____