

## **West Manor Elementary School Academic Integrity Policy**

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### **Purpose**

West Manor Elementary School believes that modeling, teaching, and practicing academic integrity is essential to preparing our students for their academic and professional futures. Practicing academic integrity supports students' development as principled individuals who act with honesty, fairness, and responsibility. This policy is framed by the IB Learner Profile and Approaches to Learning (ATL) skills, promoting students who are inquirers, thinkers, communicators, and principled learners.

Academic integrity is defined by the IB as "a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment." It involves producing original work, properly recognizing the work of others, and fostering honor and trust within our learning community.

This policy defines expectations for authentic work, clarifies academic misconduct, outlines roles and responsibilities, and promotes a culture of integrity across the school community.

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### **Definitions of Academic Misconduct**

Academic misconduct includes, but is not limited to:

- **Plagiarism:** Representing the ideas, words, or work of another person (including AI-generated work) without proper acknowledgment.
- **Collusion:** Supporting academic misconduct by allowing one's work to be copied or submitting collaborative work as individual work when not authorized.
- **Cheating:** Behaviors that give an unfair advantage, such as copying during assessments, unauthorized communication, or using forbidden materials.
- **Duplication of Work:** Submitting the same work for different tasks or assessments.

- **Unfair Practice:** Falsifying records, data, citations, or impersonating another person.

**Clarification:** Collaboration (working together as outlined by the teacher) is encouraged and distinct from collusion.

#### **Severity Levels of Academic Misconduct:**

- **Minor:** Unintentional plagiarism or misunderstanding of citation practices.
- **Moderate:** Repeated instances of minor misconduct or deliberate misuse of collaboration.
- **Major:** Intentional plagiarism, cheating on assessments, falsification of records.

Consequences will align with the severity of the offense and always include a reflective process.

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#### **Roles and Responsibilities**

##### **Faculty and Support Personnel:**

- Teach and model academic integrity and citation conventions.
- Differentiate clearly between collaboration and collusion.
- Report incidents and record them systematically.
- Minimize opportunities for misconduct through thoughtful assessment design.
- Guide students through reflection processes when misconduct occurs.

##### **Students:**

- Sign an Academic Integrity Agreement annually.
- Produce authentic work and cite all sources.
- Seek help when unclear about academic expectations.
- Engage in reflection if misconduct occurs.

- Uphold integrity in assessments and assignments.

**Administration:**

- Communicate and uphold the Academic Integrity Policy.
- Ensure professional development on academic integrity for staff.
- Oversee the documentation and tracking of misconduct incidents.
- Investigate reported incidents and ensure consistent application of the policy.
- Organize annual policy reviews with input from staff, students (Grades 4-5), and parents.

**Parents and Guardians:**

- Review and discuss the Academic Integrity Policy with their children.
- Encourage and model academic integrity at home.
- Monitor outside academic support to ensure authentic work.

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**Preventing Academic Misconduct**

Academic integrity is proactively taught through:

- Direct instruction in research, communication, and self-management ATL skills.
- Citation lessons in upper grades (Grades 3-5).
- Explicit teaching of collaboration norms.
- Ethical use of information and technology discussions.
- New staff and family orientations that include training on academic integrity.

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**Responding to Academic Misconduct**

When misconduct is suspected:

1. Teacher meets with the student for discussion and reflection.
2. Depending on severity:
  - Minor: Verbal reminder, reteaching, resubmission.
  - Moderate: Parent contact, counselor involvement, written reflection, and administrative documentation.
  - Major: Formal meeting with parents and administration, behavioral contract, possible disciplinary actions.
3. All incidents are logged in Infinite Campus.

Students are always guided to reflect on:

- What happened?
  - Why was it wrong?
  - How can I do better next time?
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## **Communication**

The Academic Integrity Policy is:

- Published on the school website and included in the Student Handbook.
  - Introduced to students and families during back-to-school events.
  - Reviewed with students during the first month of school and reinforced throughout the year.
  - Included in new staff and family onboarding sessions.
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## **Annual Review Process**

The Academic Integrity Policy is reviewed and updated annually by the IB PYP Coordinator, Administration, staff, and a stakeholder advisory team (including Grade 4-5 students and parents). Revisions are shared with the entire school community.

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**Sources:**

- IB "PYP: From Principles into Practice"
- "Academic Integrity in the IB Educational Context" (IBO, 2014)
- West Manor Elementary School Academic Honesty Policy (Previous Version)