

# Memminger Elementary

## Academic Integrity Policy

### **Beliefs**

Memminger Elementary strives to foster and maintain a culture of academic integrity. The Academic Integrity Policy is based on the CCSD Code of Conduct, school wide PBIS (Positive Behavior Intervention Supports) Matrix which are aligned with the IB learner profile attributes. As a result, students are equipped for a successful future as integrity transfers to middle school, high school, college and beyond.

### **CCSD Academic Integrity Code**

Academic Integrity Code: All students enrolled in CCSD schools, including CCSD Online Programs, or working virtually are held to the same standard when learning. Any dishonesty such as plagiarism, cheating, and/or providing false information is grounds for disciplinary action in accordance with the Progressive Discipline Plan (PDP). The following acts are considered dishonest and a violation of the Academic Integrity Code:

- Plagiarism – using other people’s work, ideas, or information without giving credit to the source.
- Work submission through another student’s password – any assignments or projects posed while using another student’s username and password is considered cheating.
- Cheating – using unauthorized material including outside materials or study aides for work completion. Copying another person’s work and using it as your own is considered cheating.
- Performing work or taking a test for another student.
- False information or made up data – submission is considered misleading and dishonest.

### **Responsibilities**

All stakeholders play a role in carrying out the Memminger Academic Integrity Policy. In order to create and maintain a culture of principled actions, we explicitly outline and consistently communicate the following expectations.

### **PYP Collective Responsibilities**

Memminger’s PBIS Matrix outlines and encourages academic integrity in the Primary Years Program

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# Memminger Student Matrix

Integrity- Being honest and demonstrating a sense of fairness.

	Classroom	Hallways	Bathroom	Mealtime	Playground	Office & Clinic	Assembly
<b>IB Listener</b>  Caring Communicator Open-Minded	<ul style="list-style-type: none"> <li>Listen when others are</li> <li>Wait your turn to speak</li> <li>talking</li> <li>Be kind</li> <li>Care for materials and classroom</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination and return promptly</li> <li>Keep our building clean</li> <li>Hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Take care of business quickly</li> <li>Return to class promptly</li> <li>Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>Eat first, talk later</li> <li>Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> <li>Share</li> <li>Take turns</li> <li>Care for equipment</li> <li>Keep the playground clean</li> </ul>	<ul style="list-style-type: none"> <li>State your purpose</li> <li>Use your manners</li> <li>Be kind to visitors</li> <li>Allow others with an emergency to go first</li> </ul>	<ul style="list-style-type: none"> <li>Use the Refocus Signal</li> <li>Listen when others are talking</li> <li>Eyes on the speaker</li> </ul>
<b>IB Learner</b>  Thinker Inquirer Knowledgeable Reflective	<ul style="list-style-type: none"> <li>Active listening &amp; participation</li> <li>Be a problem solver</li> <li>Try your best on assignments</li> <li>Walk maintaining space</li> <li>Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Walk maintaining space</li> <li>Acknowledge others kindly</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' space</li> <li>Report problems to the teacher</li> </ul>	<ul style="list-style-type: none"> <li>Get all supplies before sitting at table</li> <li>Walk maintaining space</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' space</li> <li>Be active</li> <li>Follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>Walk maintaining space</li> <li>Go straight to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Use the appropriate voice level</li> <li>Active listening &amp; participation</li> </ul>
<b>IB Leader</b>  Risk-Taker Balanced Principled	<ul style="list-style-type: none"> <li>Follow teacher directions promptly</li> <li>Be honest</li> <li>Use the appropriate voice level</li> <li>Operate your device responsibly</li> <li>Use internet &amp; digital tools appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Take stairs one step at a time</li> <li>Stay in a single line on the right side</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Use your pass</li> <li>Wash hands with soap and water</li> <li>Keep water in the sink</li> <li>Keep bathroom clean</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Sit facing the table</li> <li>Remain at table until dismissed to throw away trash</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Keep outside doors closed at all times</li> <li>Stay on the playground with your class</li> </ul>	<ul style="list-style-type: none"> <li>Use your pass</li> <li>Be patient when waiting your turn</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit the assembly quietly</li> <li>Hands and feet to yourself</li> </ul>

### **PYP Teacher Responsibilities**

- Collaborate across all subject areas to make the ATL skills an explicit focus of teaching.
- Offer guidance to develop skills throughout the curriculum.
- Model academic honesty.
- Outline expectations for group/individual work assigned.

### **Student Responsibilities**

- Create and express your own ideas.
- Allow yourself time to complete tasks to the best of your ability.
- Cite and reference sources.

### **Parent Responsibilities**

- Actively support students in practicing academic honesty.
- Encourage students to ask questions.

### **Consequences**

Teachers and staff will follow the district wide PDP (progressive discipline plan) to plan for appropriate action according to the specific consequence.