Poe Elementary
Academic Integrity Policy

At Poe Elementary, all students are taught and consistently encouraged to demonstrate integrity through academic honesty as part of the International Baccalaureate Primary Years Programme (PYP). Poe students understand that part of becoming principled, lifelong learners is through academic honesty in their work inside and outside the classroom. As such, we strive as a campus to conduct research properly and respect the integrity of the works we are learning from. Academic integrity is embedded in the IB Learner Profile, which is an integral part of our mission and vision:

The Mission of Edgar Allan Poe Elementary School is to prepare children to function successfully in a global and changing world by helping every student:

- develop a love of learning become caring of others and the world we live in
- practice and demonstrate critical thinking skills through inquiry
- strive for maximum academic growth and knowledge
- recognize and enhance strengths and talents
- value and respect one's-self and others' backgrounds, beliefs and cultures
- develop a sense of international-mindedness

The parents, teachers, staff and administrators, working in partnership, will promote communication and pursue growth to maximize the educational environment.

Below is a summary of practices, roles, and responsibilities related to academic integrity at Poe Elementary:

Students	Teachers	Leadership Team	Parents/Guardians
• Create and follow essential agreements for group and individual work • Act with integrity and honest • Adhere to district	• Create essential agreements with students • Model academic integrity when incorporating sources into class activities	• Develop academic integrity policy for use on campus • Develop academic integrity oath for use with students	• Understand school policy related to academic integrity • Support actions taken by the campus related

policy regarding copyright, educational technology, and internet security • Understand the consequences of actions • Report any violations to the teacher • Practice academic integrity in all contexts • Learn to put information in their own words • Learn to cite sources for information used in research when appropriate	• Adhere to district policy regarding copyright, educational technology, and internet security • Promote authentic student work • Actively monitor testing and research activities to ensure academic integrity • Report unethical behavior to the leadership team • Teach and implement guidelines for research • Provide tools for students to use (e.g. research guides, citation tools) & model for students • Review academic integrity policy as a staff	• Model academic integrity in creation of professional development materials • Provide materials and assistance to teachers as needed • Monitor and address incidents related to unethical academic behavior • Maintain, update, and communicate the academic integrity policy to teachers, students, and families	to unethical academic behavior • Model academic honesty and integrity outside of the classroom • Remind students of behaviors necessary for academic work and testing • Support students in the ethical use of sources as appropriate

<u>Best Practices for Academic Integrity at Poe Elementary:</u>

We recognize that all stakeholders have roles and responsibilities related to developing strong academic integrity across our campus community. Our students benefit from direct instruction on academic integrity practices; as such, students build on their knowledge of academically ethical actions as they grow through our program. Students receive developmentally appropriate instruction on academic honesty and integrity, including

lessons on topics such as: 1) sharing ideas, 2) collaborating with others, 3) research skills, 4) paraphrasing ideas, 5) citing sources, and more.

Our entire campus community is responsible for developing and maintaining these skills in ourselves and our students. Continuing to focus on the Learner Profile as a campus will allow us to develop respect, honesty, fairness, responsibility, and trust in our students both in and outside of the classroom.

Addressing Misconduct:

When addressing issues of academic dishonesty, the first step will be an investigation at the campus level. Typically, these issues are addressed by the classroom teacher and additional instruction may be given if needed. In more serious incidents, other parties may become involved to ensure that students are supported in submitting honest, high-quality work. These parties may include members of the leadership team, families, or the school counselor when appropriate.

Conclusion:

Poe Elementary is committed to promoting academic integrity throughout our school community. Through the IB framework (Learner Profile, Approaches to Learning) and high stakeholder involvement, we aim to develop principled learners who pursue their own inquiries and share their learning in a responsible way.