

McGraw Mission: *Fostering Internationally-minded, life-long learners who all thrive in and positively shape our global community.*

McGraw Elementary Academic Integrity Policy



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Academic Integrity Philosophy

As an internationally-minded learning community, McGraw Elementary ensures that all students develop and demonstrate the attributes of the IB Learner Profile through the practice of academic integrity. In the process, we empower principled, academically honest learners who all thrive in and positively shape our global community.

We believe that learners demonstrate...

- Honesty and fairness by acknowledging the source(s) of information from their work including parents, peers, and academic references.
- Trust through repeated actions of academic integrity over time.
- Respect by being focused and present in one’s learning.
- Responsibility by showing agency, advocating for one’s own learning, and always putting forth one’s best efforts.

Academic Integrity Practices

The IB defines **academic integrity** as “a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work.” (*Page 3 of Academic Integrity Policy. International Baccalaureate Organization, 2019.*)

The following chart details what academically honest learners at McGraw do and what they avoid doing at various grade levels to practice academic integrity.

McGraw Academic Integrity Continuum

	K-1st Graders	2nd-3rd Graders	4th-5th Graders
Qualities Academically honest learners...	1. do their own work 2. advocate for themselves as learners 3. show where information came from 4. help others, but don’t do the work for them	5. use technology appropriately 6. contribute to work done in a group 7. put research into their own words (paraphrasing) 8. use integrity when reflecting on their work	9. cite sources when using text evidence. 10. recognize and use credible sources. 11. have a clear understanding of what plagiarism is and its consequences.
Prohibition Academically honest learners do NOT...	1. copy or do others’ work 2. present others’ work as their own 3. use false information		

Procedures for Academic Misconduct

The IB defines **student academic misconduct** as “deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment (*Page 3 of Academic Integrity Policy. International Baccalaureate Organization, 2019.*)

If student academic misconduct is suspected at McGraw, the following will occur:

- Approach it as a teachable moment.
- Use restorative practices.
- If there are repeated incidents of academic misconduct, communicate with parents.

Rights and Responsibilities of Members of the School Community

Stakeholder groups in our learning community take the following actions to put our academic integrity philosophy and beliefs into practice.

Leadership: Ensure the academic integrity policy is regularly reviewed with staff and communicate academic integrity expectations to families.

Teachers/Staff:

- Intentionally use lessons and teachable moments to introduce and help learners develop the qualities of academically honest students at their grad level.
- Model the qualities of academically honest learners.
- Use restorative practices if student academic misconduct occurs.
- Communicate to parents about the qualities of academically honest learners at their grade level.

Students: Demonstrate honesty, fairness, trust, respect, and responsibility for one’s own learning while demonstrating the qualities of academically honest learners.

Families and Guardians:

- Understand the difference between helping their child with school work and doing it for them.
- Be aware of our school’s Academic Integrity policy and provide support when restorative practices are needed in cases of student academic misconduct.

Resources

Utilization and development of the following human, natural, built and virtual resources support implementation of McGraw’s academic integrity policy.

Grade level and staff collaboration time will be set aside to articulate and share best teaching practices related to academic integrity. [Peacekeeper Circles](#), a restorative justice program utilized in local classrooms, will be used as needed to address cases of academic misconduct. The McGraw media center and media specialist can assist classes in developing research and related academic integrity skills.

Online resources which support the practice of academic integrity in classrooms:

[Colorado State Standards: Reading, Writing and Communicating](#)

BrainPop Videos :

- [citing sources](#)
- [online sources](#)

[How to teach your kids to cite sources](#) (online article)

Policy Review, Development and Communication

McGraw's academic integrity policy is a living document that will be revisited by our staff annually. Formal review and revision of the policy will take place at least once during each 5-year IB program evaluation cycle or more frequently as needed. As changes are made to any of McGraw's other IB policies (access, assessment, inclusion, and language policies) those changes will be articulated across policies and, where appropriate, reflected within the academic integrity policy.

When changes to the academic integrity policy are proposed, the input of staff (including classroom teachers, specialist teachers and support staff), parents and community members (through our School Accountability Committee and Parent IB Ambassadors) and students (through our student leadership team and our IB Student Ambassadors) will be requested and considered during the revision process. Policy review and revision work will be led by the members of the McGraw IB Leadership Team.

Our staff can view the academic integrity policy through a shared Google Drive folder. The academic integrity policy will be shared with families and our community via our school website and articles in the school newsletter which reference components of the policy. School administrators and instructional staff are knowledgeable about the academic integrity policy and able to discuss the contents of the policy with parents.

Definitions of Terms

Academic integrity/Academic Honesty: "A guiding principle in education and a choice to act in a

responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work.” (*Page 3 of Academic Integrity Policy. International Baccalaureate Organization, 2019.*)

Plagiarism: “The representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment” (*General regulations: IB Diploma Programme*).

Student Academic Misconduct: “Deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment (*Page 3 of Academic Integrity Policy. International Baccalaureate Organization, 2019.*)

References

Academic Honesty in the IB Educational Context: International Baccalaureate Organization, 2016.

Academic Integrity Policy. International Baccalaureate Organization, 2019.