

Highland Park Elementary IB World School

Academic Integrity Policy

Academic honesty is a set of values and skills that promote personal integrity and principled practice in teaching, learning, and assessment. Educators should introduce and model the academic integrity that is expected of all students. Academic integrity is connected to the IB philosophy, in that we are developing and preparing students to be responsible and caring world citizens. Students are taught to use their knowledge to express ideas and information in their own words, take responsibility for their actions, and have respect for others and their work.

The IB Learner Profile encourages students to be communicators, thinkers, principled, caring, reflective, and knowledgeable, among other things. Students who embody these learner profile attributes will...

- create work authentic work
- fully acknowledged and give credit for ideas from others
- apply critical and creative thinking skills to take responsibility for their actions
- use information from technology and social media responsibly
- adhere to ethical and honest practices during assessments

Our task as a PYP school is to teach and reinforce skills for how to be academically honest and to teach students about what that means. Academic integrity is covered in the St. Paul Public Schools “Rights and Responsibilities Student Behavior Handbook,” and the school will promote this policy through its website and will revisit it annually to make sure it is updated and accurate.

To support students in their understanding of academic integrity, teachers will...

Contributors: M. Strecker (HPE IB Coordinator), M. Severns (Principal), G. Raymond (SPPS TDAS), T. Winther (4 Teacher), J. Blat (2 Teacher), E. Tronnes (% Teacher), K. Mackie (1 Teacher)

- Connect academic integrity to technology and research lessons
- Embed the definition and expectations of academic integrity in their lessons
- Teach students to take their researched information and knowledge and rewrite it in their own words.
- Provide guidance about how to conduct research and appropriately cite evidence
- Document source material formally and appropriately
- Use direct quotations in an appropriate manner
- Support students in identifying dishonest practices and knowing what to do when they see them
- Teach students the limitations and responsible uses for AI. Guide them on how to use AI as a tool for learning, critical thinking and creativity.
- Teach students how to help support others without giving them the answers or doing their work for them
- Define and teach plagiarism - the representation of the ideas or work of another person as a student's own

Interventions

Appropriate staff interventions may involve the parent, guardian, or other members of the school community.

- Reteach expected behaviors and skills
- Provide examples of how to research and write correctly
- Conduct a teacher-student conference
- Offer conflict resolution
- Involve families and administration for repeated incidents of academic dishonesty
- Re-do the task
- Student may not receive credit for the work or assignment

