



Briargrove Elementary School Academic Integrity Policy

Briargrove Mission Statement states:

Briargrove develops principled learners who have a deep sense of personal integrity and who are knowledgeable about honesty. We hold ourselves and others accountable to being the best. We honor and agree to work collaboratively and courageously to achieve an environment of teaching and learning excellence.

Purpose of Academic Integrity Policy

Academic integrity is fundamental to the values of Briargrove Elementary School. It ensures that the pursuit of knowledge and the assessment of learning are conducted with honesty, fairness, and respect. This policy outlines the responsibilities and expectations regarding academic integrity for students, teachers, and parents within our community.

The objective of the Admission Policy is to emphasize the outline responsibilities, clarify our procedures, and specify outcomes. This policy embodies the principle of the IB Learner Profile, Principled. We strive to promote a learning environment that promotes honesty, trust, fairness, respect, and responsibility.

Responsibilities of Students

1. **Honesty:** Students are expected to complete all assignments, exams, and assessments with honesty. This includes accurately representing their own work and acknowledging all sources used in the appropriate citation format designated by the teacher.
2. **Originality:** Plagiarism, cheating, and other forms of academic dishonesty are strictly prohibited. Students must submit original work unless explicitly instructed otherwise by the teacher.
3. **Citation:** Proper citation of sources is essential. Any ideas, words, or materials taken from external sources must be appropriately cited following the prescribed citation style.
4. **Collaboration:** Collaboration is encouraged when it is allowed by the instructor. In such cases, students must adhere to the guidelines provided and give credit to all contributors.
5. **Examinations:** During examinations, students must not engage in any form of cheating, including but not limited to using unauthorized materials, communicating with others, or accessing prohibited information

Responsibilities of Teachers



1. **Instruction:** Teachers are responsible for educating students about academic integrity and the importance of ethical conduct in their academic pursuits. All teachers will review the Academic Policy with all students they are responsible for providing instruction to.
2. **Clear Expectations:** Teachers must clearly communicate their expectations regarding academic honesty, including guidelines for citing sources, collaboration, and the consequences of dishonesty.
3. **Fair Assessment:** Assessment tasks should be designed to promote original thinking and discourage cheating. Teachers will implement measures to detect and prevent plagiarism and cheating effectively.
4. **Support:** Teachers should provide support and guidance to students to help them develop their academic skills and uphold the principles of integrity.
5. **Consistency:** Teachers must apply the academic integrity policy consistently and fairly to all students, ensuring that violations are addressed promptly and impartially.



Responsibilities of Parents

1. **Support:** Parents play a vital role in promoting academic integrity by encouraging their children to take pride in their work and to uphold ethical standards.
2. **Communication:** Parents should communicate with their children about the importance of honesty, integrity, and ethical behavior in academic endeavors.
3. **Supervision:** Parents should monitor their children's academic activities and ensure that they understand and comply with school policies regarding academic integrity.
4. **Collaboration:** Parents should collaborate with teachers and school administrators to address any concerns or issues related to academic integrity promptly.



Responsibilities of School Administrators

1. **Communication:** Administrators will ensure teachers, parents, and students are fully aware of the Academic Integrity Policy. The policy will be easily accessible to all members of the learning community by updating the policies and procedures regularly in SDMC and posting final updates on the school website, faculty handbook and student handbook.
2. **Support:** Administrators will back teachers in enforcing the policy by providing them with administrative support when dealing with suspected cases of academic dishonesty. This includes assisting with investigations, documenting incidents, and implementing appropriate consequences. Provide training sessions or workshops for teachers to familiarize them with the Academic Integrity Policy. This can include explaining the policy guidelines, discussing case studies, and clarifying procedures for handling violations.
3. **Collaboration:** Facilitate collaboration among teachers to share best practices for promoting academic integrity. This can be done through teacher meetings, sharing of resources, and peer mentoring.



4. Promotion of a Culture of Integrity: Foster a school culture that values academic honesty and integrity. Administrators can lead by example and encourage teachers to integrate discussions on ethics and academic integrity into their curriculum.

Consequences for Violating the Academic Integrity Policy

Each member of our community - students, teachers, counselors, administrators, and parents - contributes to establishing and enforcing consequences for unethical behavior. The initial phase involves examining and confirming any suspicions or infractions. While we primarily handle feedback within the classroom setting, administrators and counselors may be involved as necessary to underscore the gravity of the situation or offer additional assistance to the teacher. Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties on the assignment or test. Academic dishonesty includes cheating or copying the work of another student, using the intellectual property of another to claim as your own- plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the principal, the classroom teacher or other supervising professional employees, taking into consideration written materials, observation, or information from all students involved. This should be treated as a behavior issue, not reflected in the academic outcome of a student's work. All incidents must be reported to the administration. The following procedures will be followed once a report of academic dishonesty is made:

1. The report of academic dishonesty should be reported to a teacher. That teacher will have an obligation to report the incident to a member of the leadership team. The administrator will have 48 hours (about 2 days) to contact the parent(s) of the student and notify them that an investigation will be completed, and the findings will be communicated within 72 hours.
2. During the investigation the following will be evaluated:
 - Determine responsibility based on evidence gathered.
 - Consider intent, previous violations, and other relevant factors.
 - Use a standard of proof with a preponderance of evidence proving that academic dishonesty took place during the assignment or assessment.
3. If it is found that the student demonstrated academic dishonesty on the assignment or assessment, the student will be allowed to redo the assignment or assessment.
4. If the student denies demonstrating academic dishonesty, they will be allowed to appeal the findings of the investigation.

Appeals Process

1. The student or their parents can submit a written appeal outlining the grounds for their appeal and supporting documentation or arguments. The appeal should be clear and concise, focusing on the specific grounds identified.



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2. Students and parents are to provide any relevant supporting evidence or documentation that they wish to be considered during the appeal process.
3. After reviewing the appeal, administration will reach a decision based on the information presented. The decision will be communicated in writing to the student and parent, outlining the rationale for the decision reached.

By adhering to the principles outlined in this policy, we uphold the integrity of the academic community at Briargrove Elementary School. Together, students, teachers, and parents play a crucial role in fostering a culture of honesty, fairness, and respect for knowledge and learning.

By signing below, I acknowledge receipt of this policy and agree to abide by its terms and conditions,

First & Last Name

Date Signed