

2021-2023
Sunset Ridge Middle School and the Connecticut IB Academy (CIBA)
Academic Integrity Policy

Academic Integrity

Academic integrity at Sunset Ridge Middle School and the Connecticut IB Academy (CIBA) requires all IB learners to follow all attributes of the IB learner profile. The IB learner profile attribute that particularly reflects academic integrity is that of being principled. We define “principled” as being honest and fair to others and ourselves.

- **Principled:** Give credit and cite sources when including primary or secondary sources in any form, including *words, ideas, or images* from a source.
- **Risk-taker:** Choose to always do authentic work and report any misconduct.
- **Thinker:** Consider how to convey information in a way that is authentic.
- **Inquirer:** Ask for clarification when necessary.
- **Open-minded:** Explore diverse points of view.
- **Communicator:** Use personal voice and words by paraphrasing/quotations.
- **Balanced:** Manage time, so work is finished on time and there is no temptation to cheat.
- **Caring:** Respect other’s work and ideas by giving proper credit.
- **Reflective:** Consider the benefits of being honest and turning in authentic work.
- **Knowledgeable:** Understand the use of subject specific citation formats (MLA, APA, Chicago, etc.).

Teaching the Academic Integrity Policy

It is the responsibility of all staff members to teach and reinforce the Academic Integrity policy in all subject area groups. At Sunset Ridge Middle School introductory lessons will be taught in Language and Literature in MYP 1 and reinforced in other classes. The purpose will be to explain the importance of academic integrity and how to avoid academic malpractice (using MLA). In addition, Language and Literature classes in MYP 2 and MYP 3 will review the Academic Integrity Policy and MLA formatting. Throughout the year, subject area groups will review the policy as needed such as when the students are conducting research. At CIBA students will be first introduced to the Academic Integrity policy at the New Student Orientation. Similar to Sunset Ridge Middle School the policy will continue to be reviewed in MYP 4 and MYP 5 at the beginning of the year in Language and Literature classes in conjunction with the Library Media Specialist, as well as throughout the year in the various subject areas. Specifically, the use of Chicago citations is explicitly taught in the MYP 4 Individuals and Societies course. It is also important to note that the Academic Integrity Policy will be continually reinforced in the Design courses as students learn how to be digital citizens.

Defining Concepts

Academic Misconduct

Academic misconduct includes plagiarism, collusion, duplication of work, or any other behavior that gives an unfair advantage to a student or that affects the results of another student (including falsifying data, misconduct during an examination, and/or creating inauthentic reflections).

Collaboration vs. Collusion

Collaboration and collusion both involve the work of multiple people on one final product. However, collusion is unauthorized, whereas collaboration is pre-authorized, intentional, and a worthwhile learning experience.

Collaboration is

- multiple students actively engaging during the course and creation of a product per the assignment guidelines;
- working with others towards the same goal with the intentional sharing of ideas through teacher-sanctioned groups; and
- legitimate and permissible when permitted by the teacher. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task.

Collusion is when students present work as their own that is, in whole or in part, the result of

- unauthorized collaboration;
- plagiarism due to inappropriate collaboration during work that is designed to be completed individually;
- working with others without permission or work that is the product of two or more students working together without official approval; and
- impersonating another student on any academic task.

Authentic Authorship

Authentic authorship is the creation of work based on one's own ideas with the ideas and words of others given appropriate credit. It is important to note that students may use resources that support their ideas in authentic authorship, but if they do so, "they must acknowledge the source using a standard style of referencing in a consistent manner" (Handbook of Procedures for the Middle Years Programme: Assessment 2017, 11).

Cheating

Cheating is when a student makes a deliberate choice to gain an unfair advantage. Cheating includes, but is not limited to, copying another student's work (with or without their knowledge), copying assessment tasks, forgery, and using unauthorized resources during an assessment.

Duplication

Duplication is the submission of the same work for different assessment or curriculum components without an instructor's direct permission, across disciplines or over time. All work should be original unless discussed with the instructor in advance.

Fabrication

Making up data or results and recording or reporting them; submitting fabricated documents.

Falsification

Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Intellectual Property

Intellectual property refers to the ideas or work of an individual or group, including professionals and students.

Paraphrasing

Paraphrasing is using different words to restate another person's ideas. Paraphrasing shares the ideas from a source, but communicates those ideas using the writer's personal voice and phrasing.

Paraphrasing is an acceptable way to use a source as long as it is properly acknowledged through the use of citations.

Plagiarism

Plagiarism includes any use of another individual's words or ideas without giving appropriate credit in an approved citation format.

School Maladministration

School Maladministration is defined "as an action by an IB World School or an individual formally associated with an IB World School that infringes IB rules and regulation, and potentially threatens the integrity of IB examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination." (Academic Integrity 20)

Examples of Conventions for Citing and Acknowledging Original Authorship using MLA

All students at Sunset Ridge Middle School and CIBA will be instructed in the use of MLA and other recognized citation formats to reference information from sources in their work.

Modern Language Association (MLA) is a type of citation format that is used to document sources that are utilized for academic writing. It consists of both in-text citations and a works cited page. Listed below are examples and websites to assist with MLA's citations and formatting.

MLA In-Text Citations Examples

To cite a direct quote, copy the quote using quotation marks then, in parentheses, list the last name of the author and page number OR mention the author's name in the sentence, copy the quote using quotation marks and list the page number in parentheses.

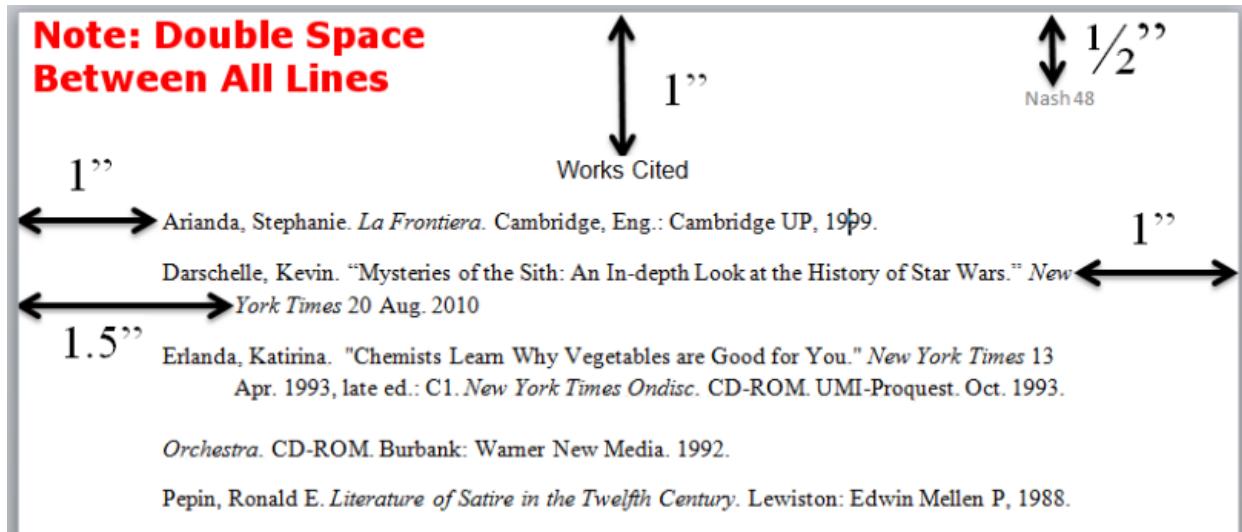
Examples:

"Customized learning modules would allow for expanded student engagement" (Nash 200).

According to Nash, "customized learning modules would allow for expanded student engagement" (200).

MLA Works Cited Page Example

The works cited page lists all of the sources that were utilized in writing the piece. It follows a specific format as depicted below:



<https://www.lib.k-state.edu/apps/citeguides/MLA/MLAX3.html>

Additional Websites for MLA Support

- <http://www.easybib.com/>
- <https://owl.english.purdue.edu/owl/resource/747/01/>
- <https://my.noodletools.com/web/express.html>
- <https://www.mybib.com/>

Consequences for Academic Malpractice

Level One: Violations include (but are not limited to):

- Copying another student's assignment
- Sharing an assignment with another student
- Collusion - Working with others on an assignment that was meant to be completed individually
- Taking information from a source without proper citations

Level One consequences:

- A warning and review of the policy
- The assignment (or alternate assignment) must be redone. Credit is granted.
- The teacher notifies the parents or guardians
- A record of the incident will be documented and shared with the student's teachers

Additional Level One violations may result in further disciplinary actions.

Level Two: violations include, (but are not limited to):

- Inappropriately sharing any assessment (or part thereof) with another student;
- Submitting work that has been developed by another as one's own;

- Committing academic misconduct on an assessment; or
- Using physical or electronic methods of receiving or giving questions or answers on an assessment.

Level Two Consequences:

- Any of the lower level consequences
- Written reflection on academic integrity
- Parent notification and/or meeting with teacher and student (administration upon request)
- For CIBA National Honor Society (NHS) members, a report will be made
- The student will redo assignment/assessment (or alternate assignment/assessment) to practice proper research and citations. Credit may or may not be granted.
- A record of the incident will be included in the student's file.

Additional Level Two violations may result in further disciplinary actions.

Level Three violations include [but are not limited to]:

- Stealing, accessing, or improperly possessing any examinations or other assessments, either physically or electronically
- Altering grades on a computer database
- Committing academic malpractice on any summative assessment, midterm or final examination
- Committing academic malpractice on any IB coursework including but not limited to Internal Assessments, Extended Essay, Personal Project, or IB exams.

Level Three Consequences:

- Any of the lower level consequences
- After school detention/ISS (as appropriate)
- A failing grade on the assessment
- Parent meeting with teacher, student, and administration present
- A record of the incident will be included in the student's file
- Teachers have the option of rescinding recommendations
- For CIBA only: Committing academic malpractice on any IB Examination or falsification or fabrication of sources on any Internal Assessment (IA) or Extended Essay (EE). Please note, these incidents must be reported to the IBO and the student/family will be responsible for reimbursing CIBA for the cost of the exam.

Process

When a teacher has reason to believe that academic misconduct has occurred, the following steps will be taken:

- The teacher will investigate the matter with the student(s) involved
- The teacher will communicate the outcome of the investigation to the Principal.
- The teacher, in consultation with the Principal, will determine the consequence that is issued. Previous infractions may be considered.
- The investigation and consequence will be communicated to the student and their parents/guardians. The school counselor is also notified.

Roles of Stakeholders

All stakeholders are responsible for ensuring academic integrity. Each member of the team is accountable for upholding this policy with integrity. Students at CIBA may be required to submit written work through plagiarism detection software such as ***Turnitin***® or Google Classroom Originality Reports to help ensure that their work is not in violation of the Academic Integrity Policy.

Roles of the School Leadership Team

- The leadership team is responsible for working to develop an environment which emphasizes academic integrity as a key part of the educational process. A commitment to an ethical culture should be embedded within the school community. Leaders should view rule breaches and punishments through the lens of helping students to improve their skills and decision-making while attempting to understand the context of any rule breaches.

Roles of the Teacher

- The teacher's role is to teach IB learners the Academic Integrity Policy. Teachers will provide training and citation resources for student use at home and in the classroom. All teachers are expected to follow the citation guidelines according to their IB subject area. All teachers will communicate the Academic Integrity Policy with families to ensure clear expectations. Teachers will adhere to all guidelines, rules, and regulations, especially those surrounding acceptable levels of support for student work. Students should receive appropriate support to be able to produce autonomous work.

Roles of the IB Learner

- It is the IB learner's responsibility to produce and submit assignments that represent their own work. When the ideas of others are included, this information must be properly cited using a style and format appropriate to the learner's year in the programme. Learners are accountable for understanding the Academic Integrity Policy and for asking clarifying questions at any time. At the beginning of the school year, the IB learner will complete the Student and Parent/Guardian Academic Integrity Policy Signature Page with their parents and return it to the office (see Appendix A). Whether the academic dishonesty was intended or was the result of inadequate effort, learners will take responsibility for their actions. Learners are also responsible for honestly and for reporting any suspected acts which compromise academic integrity.

Roles of the Family

- Families and guardians will support Sunset Ridge Middle School and CIBA's Academic Integrity Policy. At the beginning of the school year, the parent/guardian will complete the Student and Parent/Guardian Academic Integrity Policy Signature Page with their student (see Appendix A). Families will come to requested meetings to discuss the academic integrity of their student, along with remaining open to communication from the school regarding this policy. Families will assist their student in both understanding the expectations regarding all forms of academic integrity and supporting student's independent work by requesting school support when necessary.

Communicating the Policy

The policy is regularly communicated to all staff, families, and stakeholders. It has been posted on the school websites for both Sunset Ridge Middle School's and the Connecticut IB Academy. All members of the school community are invited to provide input regarding this policy, and its implementation, at any time to school IB coordinators and/or administration. Contributions from stakeholders are welcome and discussed through the policy review process.

Policy Steering Committee

The policy steering committee is composed of a variety of stakeholders and representatives from both campuses. The steering committee is responsible for overseeing the procedures needed to develop the philosophy and the overall language policy. To this end, they communicate effectively and regularly with the community and then gather and present the views of the community to inform the work.

Reviewing the Policy

The MYP coordinator at SR and IB coordinator at CIBA will ensure that the policy is reviewed and revised every two years to reflect the current needs of the school population and to ensure consistency with IB expectations. Best practices in language teaching and learning will be implemented based on the results of the research findings during the revision process. The Academic Integrity Policy is also in alignment with the East Hartford Public Schools' Board of Education policies 5121.3, 5121.3a, and 5121.3b. All staff at Sunset Ridge Middle School and CIBA are involved in the development and revision of the policy and agree to uphold it. All staff are responsible to ensure that the policy is a working document, that it is followed and reflected upon.

Works Cited

Academic Integrity [PDF]. (2019, October). Cardiff, Wales: International Baccalaureate Organization (UK) Ltd.

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owl.purdue.edu/owl/purdue_owl.html.

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Appendix A: Student and Parent/Guardian Academic Honesty Policy Signature Page

As an International Baccalaureate (IB) learner at Sunset Ridge Middle School or the Connecticut IB Academy, I have read and understand the academic honesty policy. I realize its importance to my education which is based on the work that I complete with integrity. I fully comprehend and will display the IB Learner profile attributes. These attributes will allow me to realize the IB's mission in both our school community and the global society.

Sunset Ridge and CIBA's IB programs have high expectations for all students and academic integrity plays a major role in this mission. Below are the principles of the academic honesty policy that will guide me to be principled and act with integrity as an IB learner:

AN IB STUDENT DOES:

- Work independently (unless given permission by the teacher).
- Create their own work both at home and at school.
- Use their own words, thoughts, and ideas.
- Give proper recognition through a recognized reference system to authors when using their work.
- Use the resources and websites provided in this policy to help in proper citations and formatting.
- Turn in original work for each subject group and understand that an original paper or project cannot be turned in more than once for different subject groups.

AN IB STUDENT DOES NOT:

- Copy others' work, in whole or part, and claim it as their own.
- Share their work or information about an assignment with another student unless the teacher has instructed the student to work collaboratively with others.
- Share information about a test to students who have not yet taken the assessment.
- Talk during a test, or use outside resources for an advantage, such as notes or technology, without the permission of the teacher.
- Commit any form of academic misconduct as outlined in this policy.

My signature below indicates that I have read, understand, and agree to abide by the Sunset Ridge Middle School/Connecticut IB Academy Academic Integrity Policy. This knowledge also includes the acceptance of consequences for any policy violation(s).

Student Name (Print): _____ Date: _____

Signature: _____ Date: _____

I have read the Sunset Ridge Middle School/Connecticut IB Academy Academic Honesty Policy and will support the guiding principles that have been established herein.

Parent/Guardian Name (Print): _____ Date: _____

Signature: _____ Date: _____