Academic Integrity Policy
Goodlettsville Middle Prep, an IB World School

Philosophy:
In Metropolitan Nashville Public Schools (MNPS) and at Goodlettsville Middle School, we want students to value a learning environment of integrity, principle, and honor. The student will be expected to use his or her talents and critical thinking skills to produce work that is their own. The student will communicate his or her knowledge and ideas in original work samples. Intellectual property and creativity of ideas will be respected and protected. Any information obtained during research or investigation will be cited appropriately and credit given.

Each student is expected to take ownership of the authenticity of his or her work. It is the belief of MNPS that academic integrity is essential to each student's educational and future career success. Only original work will be accepted in all subject areas. Work should be cited in the appropriate style for the subject. Any sample submitted for assessment may not be duplicated for other assessments.

Teachers will use work samples as a means for measuring understanding and gauging academic integrity- which is necessary for accuracy in reporting a student's growth and progress. During assessments students are expected to not disturb or affect another's assessment. Students should not bring inappropriate or unauthorized materials into an examination. During assessments or examinations, a student should conduct him or herself with honor and integrity. Students should not engage in discussion of examinations or assessments that promote the advancement of some students unfairly.

Teachers will use the regulations of IBO (International Baccalaureate Organization) in conjunction with the regulations of MNPS any question of academic dishonesty is reported. Each teacher and administrator should know the academic integrity policy.

What is Academic Integrity?
"Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting."   *-UNC at Chapel Hill*

School Responsibilities
The Middle Years Program (MYP) schools provide a safe place for students by assisting students as they develop their inquiry skills, take appropriate risks, and learn from their mistakes while engaging in authentic work. Schools rely heavily on partnerships with parents, community members, teachers, and students to educate children on the ethics and values of academic integrity.

Teacher Responsibilities
It is the responsibility of the teachers to provide opportunities for students to develop and produce authentic, original work. Instructors are also charged with providing instruction in self-management, social awareness, communication techniques, critical thinking, and ethical research skills, including what constitutes misuse or plagiarism as well as how to properly cite sources in collaboration with the librarian. Teachers will not only teach academic integrity but will also model good practice. Administrators will support them in this effort.

Family & Community Responsibilities
MYP schools recognize the important role that families and community members play in working with the schools to ensure that students are successful. Family and community support of this academic policy will

Revised 2022

enhance learning as students strive to produce work that adheres to ethical norms and demonstrates the use of principled behaviors. Families and community members should become informed of the expectations placed on students to support these practices both inside and outside the school building and take advantage of the expertise and resources of the school librarian when questions arise about plagiarism, copyright, citing sources, and other ethical issues, all community members, working together under the same understandings, will create an environment that promotes academic integrity and student success.

Student Responsibilities
It is an expectation that all students produce authentic works and adhere to district and IB MYP policies. Students should have the opportunity to make mistakes and learn from those mistakes.

The Learner Profile helps guide our focus on academic integrity. We use the Learner Profile to help students develop appropriate decision-making skills and work habits.

We recognize that, with the support of the Learner Profile, students should:

Action/Measure	Learner Profile Focus
• Produce and take responsibility for individual, original work (unless otherwise instructed)	Principled/Risk Taker
• Give credit to other group members through accountable talk and academic citation conventions	Communicators/Caring
• Cite sources according to agreed-upon, age-appropriate formats	Knowledgeable
• Use information technology and library resources responsibly	Thinkers

The following definitions, guidelines, and procedures allow students the opportunity to learn from their mistakes as they develop skills and characteristics to assume the mantle for their own learning.

Definitions
The following definitions and examples will enable students to have a clear picture of what is permissible and what is not.

Not Permissible
Academic Dishonesty can also be referred to as "malpractice." Malpractice includes plagiarism, copying, collusion, duplication of work, falsifying of data, or any other behavior that offers an unfair advantage for a student or that affects the results of another student. *When parents or other adults complete an assignment for a student, it is considered academic dishonesty and is subject to due consequences.*
Plagiarism- taking the ideas or works of another and summiting it and claiming that he/ she produced it as an original piece of work. Example: performing a piece of music in band class, claiming he/she wrote it when it was written and published by another. Additionally, copying verbatim, or almost verbatim, from a website or other source, and inserting it into an essay or paper without proper citation is considered plagiarism. This includes research and/or work done using electronic sources; you must reword in relation to the context of study.
Copying- taking the work of another and submitting it as his/her own. Example: taking another student's work, erasing the name and substituting one's own name, or transferring someone else's answers onto a homework or classwork assignment.
Cheating –using or sharing answers during a test or assessment. Example: looking at another student's answers on a test and copying his/her answer. Viewing another student's work during an assessment without specific permission from the teacher is considered cheating.

Duplicating- turning in the same assessment for different classes without the permission of the teachers. Example: an assignment that is given by the History teacher to write a paper on the causes of the Civil War, is also turned into the English teacher to satisfy the requirement of writing an informational text *without* the teachers' knowledge that the same paper is being used to satisfy two assignments.

Falsifying data- purposely changing, subtracting or adding data of a lab report or another source to result in the desired outcome. Example: changing numbers or measurements in a science lab to get desired results.

Collusion- helping another to be dishonest by allowing him/her to copy work. Example: telling another student what was on a test before he/she takes that same test, or sharing data from an experiment, or allowing another student to turn in as his/her own product.

Permissible

Paraphrasing- restating another person's words using one's own words. This is permissible when paraphrasing does not become copying or plagiarizing. Example: reviewing a magazine article, and restating one of the author's sentences using the student's own age-appropriate words.

Summarizing- the process of giving a brief description of another's main points. This is permissible when summarizing does not become copying or plagiarizing. Example: reading an article on a website, and describing, in the student's own words, the main points the author made.

Group Collaboration Guidelines

While we recognize that learning is a social endeavor, we must have common understandings for the production of work within a group or partnership. Students are expected to:

Action.Measure	Learner Profile Focus
• Seek clarification from the instructor when any part of a collaborative project is unclear	Inquiry
• Recognize and encourage contributions of others in the group	Open-Minded
• Take responsibility for his or her roles/tasks and ensure that other members of the group understand the task and their responsibilities, seeking instructor assistance as needed	Balanced
• Ensure a group-made product explicitly acknowledges each member's contribution	Communicators
• Reflect on his or her participation and the participation of other members of the group	Reflective

Any concerns about collaborative work or products should be addressed within the group and with the teacher immediately.

Consequences of Academic Dishonesty:
Scholars will be subject to the disciplinary measures that are outlined in the school handbook. Violating copyright laws and regulations, plagiarism, and collusion will not be accepted.

Level 1 Offense: Wandering eyes on an exam or copying sources from Internet, DVDs, CDs or other students' software is considered plagiarism. The student will receive a loss of points or credit on the exam, assignment, or project. The consequence could be as severe as a zero on the work and a referral to the Dean of Students for a Tier I Offense.

Level 2 Offense: This is a deliberate exchange of information between students or flagrant copying of work from another student or other source. The student will receive a zero for the assignment with a parent/teacher conference scheduled. The consequence could result in a referral to the Dean of Students for a Tier II Offense.

Level 3 Offense: Repeated offense(s) and/or the use of "cheat sheets," electronic assistance during an exam, or extensive and flagrant plagiarism (including but not limited to the purchasing of essays and submitting them as one's own work) will result in a "0" for the assignment, a parent/teacher conference scheduled, and a referral to the IB Coordinator for a Tier III Offence.

By applying to IB Middle Years Program at Goodlettsville Middle, the scholar understands and agrees to abide by the academic integrity policy.

Scholar Signature _____   Date_____

Parent/Guardian Signature_____   Date_____

Parent/Guardian Signature_____   Date_____