

## **ISD Academic Integrity Policy (Revised 5/25/22) 2022**

*“International Baccalaureate (IB) programmes encourage students to inquire and to think critically and creatively; students are then asked to give shape to their thinking through oral discussion or presentations, through visual representations and displays, and in multiple forms of writing. However, we live in an age in which we are all flooded by information and opinions and we need to help students navigate these waters so that they are able to confidently talk or write about what they are learning, making visible and explicit how they have constructed their ideas and what views they have followed or rejected? This is essentially what academic honesty is: making knowledge, understanding and thinking transparent.” Academic Honesty in an IB Educational Context, 2014.*

### **Academic Integrity**

**All teachers instill honesty, trust, fairness, respect and responsibility in a variety of ways. We implement weekly SEL lessons through a program called Second Step which has consistent language throughout the grades. There is also a daily emphasis of the IB Learner Profile attributes that are embedded into our instruction and our day-to-day interactions to encourage students to have academic integrity.**

The IB Learner Profile is the foundation for the development of academic integrity for our students. Students learn to approach learning in a principled manner by evaluating sources for credibility, citing their sources, and giving credit to those whose work supports them. At the outset of each school year often in conjunction with research and writing tasks all teachers review the AUP (Acceptable Use policy) and its expectations. The AUP is presented as a specific way in which students are expected to demonstrate growth as honest, trustworthy, fair, respectful, responsible members of the community. Additionally, the district uses the Greenwich Acceptable Use policy as a contract, students agree each year to use technology appropriately and safely, demonstrate good digital citizenship, evaluate credibility of sources and stand against cyberbullying and other harmful online behaviors.

K-5 Students receive instruction from their classroom teachers and Library Media Specialist on how to cite sources according to their grade level expectations and begin providing a Works Cited document as early as their teachers deem they are ready. In the event that a student violates the academic integrity expectations by plagiarism, misuse of technology, etc. disciplinary processes as outlined in the documents below (i.e., Discipline Protocol, Incident Log, Reflection, etc.) would be followed, focused on the “Be Honest” component of our district behavior norms and / or the Principled attribute of our IB Learner Profile.

### **Behavioral Expectations**

ISD sets clear expectations for students encouraging the Learner Profile attributes and celebrating positive behavior. Teachers model the Learner Profile attributes every day and have various ways of rewarding students who demonstrate excellent behavior and action. ISD has a Discipline Protocol in place in order to address behavior that doesn't fit within the Learner Profile expectations. Students work in peer discussion groups and with teachers and staff to reflect on their own goals and behaviors. Consequences are determined based on the behaviors demonstrated.

Greenwich Public Schools requires an Incident Log from each staff member each month to track disruptive behavior and to provide guidance and support as needed.

**International School at Dundee (Rev. 9/21)**  
**Discipline Protocol: IB Learner Profile Infractions**

1. All teachers discuss all elements of our policy. When a teacher observes or notices or is told about an infraction, an interaction between the teacher responsible and the student takes place.
2. If the infraction rises to the level in which it needs to be addressed more formally, then this teacher will meet with the student and request him / her to complete the grade level Reflection Sheet that includes:
  - A statement of the IB Learner Profile attribute that was not followed.
  - A reflection about how the infraction affected others and the school community.
  - A statement regarding what could be done differently going forward.
3. Phone call to the parents is made by the teacher initiating the actions above and the Reflection Sheet is sent home for the parents to review with their child. The Reflection Sheet is signed & returned to the teacher who initiated this process and the teacher retains Reflection Sheet. If this is a specialist, the specialist is responsible for copying the Reflection Sheet and providing a copy to the classroom teacher.
4. Teacher initiating the actions above will determine appropriate consequence, if further consequences are necessary (i.e., apology letter written by the student, follow-up discussion referencing the reflection sheet, eat lunch in the office, after school detention, etc.)
5. Teacher initiating the actions above will note infraction on his / her Incident Log. Incident logs are submitted to the office at the end of each month.
6. Repeated infractions may result in the creation of a behavior plan.
7. If the infraction rises to the level of administration needing to be informed then the teacher will:
  - Document the infraction of the Teacher's Discipline Log
  - The student will be sent to the office.
  - School administration will meet with the student to discuss the behavior and the student will complete the Reflection Sheet.
  - School administration will determine appropriate consequence and will call the parents.
  - Reflection sheet will be sent home, signed by the parents and returned to the assistant principal.
8. If the student is physically aggressive with another student and the teacher determines that the physical aggression is at a level where the administration needs to be informed, then the teacher will:
  - Immediately inform the office
  - Procedure #7 will be followed.
9. If the student is physically aggressive with a staff member, the teacher will:
  - Immediately inform the office
  - Procedure #7 will be followed.
  - The teacher involved will report to the school nurse for an injury assessment.
  - School nurse will recommend next steps based on outcome of assessment.
10. If the student displays academic misconduct in regards to the academic integrity policy

- Consequences will be issued according to the level of the infraction and could range from the completion of a Reflection Form, serving detention, and / or losing the privilege to use the digital device for a set time period (i.e., 2 weeks).
- Revision of an assignment if the student does not credit sources.
- Discussion with a parent if a student is caught cheating.

**International School at Dundee**  
**TEACHER'S DISCIPLINE INCIDENT LOG (rev. 8/2021)**

Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_ Class \_\_\_\_\_ Page \_\_\_\_ / \_\_\_\_

Reporting Period From \_\_\_\_\_ To \_\_\_\_\_

*Incident Code/Violation of the Norms*

Norm/Expectation	Examples
1. Be Here	Not following classroom rules and routines, Disrupting students or teachers, Tardy, Not returning on time, Refusing to participate
2. Be Safe	Destruction of property, Running, Pushing, Causing problems due to careless behaviors. Not following safety rules, Ignoring adult directions
3. Be Honest	Lying, Cheating, Taking credit for other's work,
4. Care for Self and Others	Name calling, excluding others from activities, disrespectful
5. Let Go and Move On	Repeating gossip or negative stories,

**IB Learner Profile Attributes:** Thinker, Inquirer, Risk-taker, Knowledgeable, Principled  
 Communicator, Caring, Balanced, Reflective Open-minded

*Use code or describe "other" incidents or consequences*

Date Time & Location	Student	Norm / IB Learner Profile Attribute Violation	Description of Incident and others Involved	Perceived Motivation (i.e., avoidance, gain attention, obtain items, unknown, other, etc.)	Consequence(s) / Action Taken

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International School at Dundee  
Gr. 3 - 5 Reflection Sheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**IB Learner Profile Attributes:**

Thinker	Knowledgeable	Communicator	Risk-Taker	Balanced
Caring	Open-minded	Inquirer	Principled	Reflective

**Reflection:**

State the **IB Learner Profile Attribute** that was not being followed. Explain this situation.

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How did your behavior impact others?

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What will you do differently next time?

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(rev. 8/2021)

## **International School at Dundee Detention Protocol (rev. 8/2021)**

- Detention is from 3:15 – 3:45
- To avoid crossing cohorts, classroom teachers will facilitate detention for their own students.
- Parents need to be informed (live conversation) as to why a detention was issued and when the detention will be served.
- Parents need to confirm that someone will pick up their child at 3:45 on the day of detention.
- The teacher issuing detention should inform Terry, Eugene and the office staff of the child serving detention.
- While serving detention, students will write a reflection regarding their actions and explain what they are going to do differently moving forward.
- The reflection is to be sent home, signed by the parents and returned to the teacher who issued the detention.
- Depending on the level of the incident, detention should not be issued as an initial consequence for a classroom incident.

Also, as part of the Greenwich Public Schools system, we adhere to the Code of Conduct Policies of the district. [Link below.](#)

**Acceptable Use Policy for Digital Devices, Grades 2-5  
Greenwich Public Schools**

**I will follow all parts of Greenwich Public Schools Acceptable Use and Internet Safety Agreement for iPad and computer use.**

**This means I will:**

- **Ask permission before using a device;**
- **Only use the device for educational purposes;**
- **Stay on task when using a device;**
- **Use only approved apps and websites;**
- **Treat all equipment gently;**
- **Keep my passwords secret;**
- **Give credit for images and words;**
- **Print only when I have permission;**
- **Use electronic communication in a safe manner and for school-related purposes. This also**

**means I will not:**

- **Access the Internet or apps without teacher permission**
- **Search for, produce, or upload content/images/videos that could disrupt the school day;**
- **Download or install anything without permission from a teacher; ● Make changes to hardware and software;**
- **Use another person's device without the teacher's permission;**
- **Use another person's username and/or password for any account; ● Use the iPad to cyberbully, harass, or discriminate against others in or outside of school;**
- **Post, send, or store online or on the school computer or network information that could endanger others;**
- **Attach the iPad to a computer without permission (such equipment will be taken); ● Try to bypass the Internet filters.**

**I acknowledge and understand that if I violate any condition of this agreement, I may have my computer privileges suspended and/or revoked.**

**Student Signature: \_\_\_\_\_ Class**

**\_\_\_\_\_ Date: \_\_\_\_\_**

**Updated 9-1-2017**

[GPS Code of Conduct Policy](#)