



Mountainside Middle School IB MYP Academic Integrity Policy



Rationale

Purpose 3: The school community fosters internationally minded people who embody all attributes of the IB learner profile. (0101-03)

Culture 3: The school implements, communicates and regularly reviews an academic integrity policy that creates cultures of ethical academic practice. (0301-03)

Lifelong learners 4: Students grow in their ability to make informed, reasoned, ethical judgments. (0402-04)

MMS Mission Statement

Mountainside Middle School strives to develop principled, caring, and inquisitive learners in order to prepare them to be knowledgeable and respectful global citizens.

The Academic Integrity Policy is designed to define and clarify the expectations associated with the submission of authentic work. Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work (*IBO-Academic Integrity Policy 2023, p. 3*)

Mountainside Middle School strives to develop principled, caring, and inquisitive learners in order to prepare them to be knowledgeable and respectful global citizens. In the Middle Years Programme (MYP), learners aim to develop the learner profile attribute, “Principled.” Principles are defined by acts of integrity and honesty, with strong respect for the dignity and rights of people everywhere. Students take responsibility for their own actions and the resulting consequences.

Students who demonstrate Academic Integrity are:

- Inquirer - One who possesses the skills to conduct inquiry, research, and show independence in work
- Knowledge - One who explores concepts across a broad and balanced range of disciplines
- Principled - One who acts with integrity and honesty and takes responsibility for their own actions
- Open-minded - One who acts is open to other perspectives and evaluates a range of points of views
- Risk-taker - One who has the independence to explore new ideas and strategies
- Communicator - One who can express ideas and concepts clearly and articulately

Academic Integrity Expectations

Students are expected to produce authentic work that is based on the individual and original ideas, with the work of others fully acknowledged. Assessments can only be trusted and recognized by organizations if they are a true and genuine reflection of the personal level of achievement of a student and are carried out legitimately, under equal and comparable conditions (*IBO-Academic Integrity Policy 2023, p. 5*).

Academic Misconduct and Malpractice

Academic misconduct is a behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components. Malpractice includes:

Plagiarism: the representation of the ideas or work of another person as the student's own without proper, clear and explicit acknowledgement. This also applies to work other than text.

Examples:

- Any work that is not his/her original work and is not cited and referenced appropriately, including Generative AI
- Copying information from a book or a website
- Misuse of quotation marks, paraphrasing, and in-text citations making authorship unclear
- Failing to identify sources of portions of nonverbal work (painting, dance move, photos, musical piece) that he/she has taken for use in their piece
- Using online language translators, unless explicitly allowed

Collusion: supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another student

Examples:

- Helping someone else cheat both deliberately and through support
Allowing your work to be copied and/or submitted by another student
- Sharing information about assessment content and questions with other students. This includes orally as well as in written or digital form
- Writing a paper or doing homework for another student
- Sharing homework with students who take the class in the future
- Representing significantly unequal work as an equal collaboration. Such as, "doing all the work" or not doing his/her fair share in a collaborative group
- "Divide and conquer" approach where you are not the author of the entire assignment given by the instructor (if not part of the assignment)

Duplication of work: the presentation of the same work from different assessment components or curriculum

Turning in the same assignment/work for multiple classes

Unfair Practice: any action that gains a student unfair academic advantage

Artificial Intelligence

As utilization of artificial intelligence (AI) becomes more prevalent in the school setting, MMS staff has embarked on a journey to recognize the role of AI as a learning tool, while at the same time, providing students with expectations regarding its use.

Staff recognizes that this topic will be ever evolving, creating a need for consistent collaboration and articulation in many areas, including, but not limited to:

- Students need the skills to know how to adopt AI text and refine it as well as personalize it
- Students must cite sources by clearly referencing the AI tool in the body of their work and add it to the bibliography (*IBO-Academic Integrity Policy 2023, p. 55*)
- Students need to know when it is acceptable to use AI and when it is not
- The in-text citation should also contain the prompt given to the AI tool and the date the AI generated the text. The same applies to any other material that the student has obtained from other categories of AI tools-for example, images (55)
- Consequences for misuse of AI will also need to be developed and articulated as part of the school's digital citizenship curriculum

Roles and Responsibilities of Learning Community Members

Implementing the academic integrity policy is a collaborative effort between staff, students, and parents. Each member of the school community has specific roles and responsibilities.

School Leadership Team must:

- Have an academic integrity policy, with scheduled plans for reviews and updates
- Ensure that teachers, support staff, students and parents and legal guardians have a common understanding of the IB's expectations with regard to academic integrity. This includes what constitutes student academic misconduct and school maladministration, and the possible consequences
- Ensure that students are held accountable, according to the school's own policies, when involved in an academic misconduct incident
- Ensure that teachers and school administrators are held accountable, according to the school's own policies, when involved in a maladministration incident
- Support the IB in any investigation into possible student academic misconduct and/or possible school maladministration, following guidance provided by the IB

IB MYP Coordinator must:

- Ensure that all school and IB policies are applied fairly and consistently
- Ensure that teachers, students and parents and legal guardians have a copy of, read and understand the school's academic integrity policy and the programme-relevant IB regulations
- Report suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB
- Supervise all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy

Teachers and non-teaching staff must:

- Ensure that students have a full understanding of the expectations and guidelines of all subjects
- Ensure that students understand what constitutes academic misconduct and its possible consequences
- Planning a manageable workload so students can allocate time effectively to produce work according to IB expectations
- Give feedback and ensure students are not provided with multiple rounds of editing, which would be contrary to instructions described in the relevant subject guides
- Teach MLA citation convention for written and non-written works

Here's an MLA example:**Print book:****In-text citation**

Lark knows how to handle life on the river: "I try to count the seconds before I hear the thunder, so I know how far the storm is, but I'm too rattled" (Wingate 12).

Here's the full reference, which corresponds to the in-text citation above:

Wingate, Lisa. *Before We Were Yours*. Random House, 2017.

Website:

Sabat, Yaika. "Puerto Rican Writers, Poets, and Essayists." *BookRiot*, Riot New Media Group, 22 Nov. 2017, bookriot.com/puerto-rican-writers/.

More information:

<https://www.easybib.com/guides/citation-guides/mla-format/mla-citation/>

- Explicitly teach the Approaches to Learning skills: self-management, research, communication, thinking, and social skills
- Respond to student academic misconduct and support the school's and IB's investigations

Students must:

- Complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- Understand proper citation expectations for assignments (the school's chosen MLA citation convention for all written work)
- Give credit to used sources in all work submitted in written and oral materials and/or artistic products
- Refrain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites
- Refrain from giving undue assistance to peers in the completion of their work

- Recognize the accountability for actions and behaviors online, and show a responsible use of the internet and social media platforms

Parents and legal guardians must:

- Understand IB policies, procedures and subject guidelines in the completion of coursework by their children
- Support your child's(ren's) understanding of IB policies, procedures and subject guidelines by discussing and being role models for academic integrity
- Understand school internal policies and procedures that safeguard the authenticity of your child's(ren's) work
- Support your child's(ren) in planning a manageable workload so they can allocate time effectively
- Understand what constitutes student academic misconduct and its consequences
- Understand what constitutes school maladministration and its consequences
- Report any potential cases of student misconduct or school maladministration to the school's principal and/or IB coordinator
- Submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for your child(ren)
- Abstain from giving or obtaining undue and/or unauthorized assistance in the completion of your child's(ren's) work

Rights of the Student/Consequences

In accordance with the Scottsdale Unified School District's Code of Conduct, if a teacher suspects that a student has committed academic dishonesty, the student may receive any or all of the following consequences:

- Student may be removed from group work and/or class
- Parents will be informed by the teacher of incident and disciplinary procedures. If applicable, the school administration will intervene.
- Student will not receive credit for plagiarized work; student may be required to do an alternate assignment
- In certain situations, the maximum code of conduct will be applied, which is ISS/OSS for 3-5 days or assignment credit. Note: Middle school students taking high school course may lose class credit (SUSD Code of Conduct, 2023-24)

Consequences for academic misconduct range from the student earning a zero on the work, and is dependent upon the severity of the infraction. The student may receive a warning, which will not go into the student's permanent record. If the student has already received a warning, then the infraction will go into the student's permanent file.

Communications Plan

This academic integrity policy will be published on the school website, discussed at the beginning of the school year for each grade level, and teachers will provide students with the IB MYP Integrity policy with their syllabus.

Mountainside Middle School Academic Integrity Policy

March, 2024 - revised and approved by the IB Implementation Team (Policies and Procedures)

March 2025 - revised by the IB Implementation Team (Policies and Procedures)

March 2026 - next review

References

IB Programme Standards and Practices, 2022

IB Academic Integrity Policy, 2023

Citation of schools and districts referenced in the writing of this policy:

Academic Honesty Policy for Kyrene Middle School

Academic Honesty Policy for Desert Mountain High School, MYP Programme

Academic Integrity Policy for John F. Kennedy Middle School

Academic Integrity Policy for Hankey TK-8 Academy

SUSD Code of Conduct 2023-24



Mountainside Middle School
Academic Integrity Contract
2025–2026



This certifies that I, _____, grade _____,

- 1) **Have read the Academic Integrity Policy.** It is provided on the MMS website at:
mountainside.susd.org/academics/mms-ib-myp-policies
- 2) Understand how the Academic Integrity Policy and SUSD Code of Student Conduct
 - define academic integrity;
 - define “authentic work”;
 - define academic malpractice;
 - distinguish between situations that may or may not be appropriate;
 - define my role and responsibility;
 - explain the disciplinary consequences of malpractice.
- 3) **Will abide by the policies** explained in the Academic Integrity Policy and the SUSD Student Code of Conduct as a member of the Mountainside Middle School Community.

Student Signature

Date

Parent Signature

Date

This document must be signed and returned to your
Individuals and Societies teacher no later than
Friday, August 29, 2025



QR Code to MMS Integrity Policy

