

Sheila Tarr Academy of International Studies

Academic Integrity Policy (2022-2023)



TARR ACADEMY

At Sheila Tarr Academy of International Studies, we believe that modeling, teaching, and practicing academic integrity is essential to preparing our students for their academic and professional careers. Even more importantly, practicing academic integrity with our students supports their development and allows them to take responsibility for their own actions. Tarr's policy is framed by the Attributes of the IB Learner Profile, most specifically, our students' goals to be inquirers, knowledgeable and principled.

IB defines academic integrity as “a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.”

Our staff and students employ the attributes of the IB learner profile when providing examples and models of academic integrity. These guiding principles support approaches to learning, classroom and homework practices, group work and other activities. We believe that in order to achieve this, it is important that we focus on educating our students to be principled, to recognize and celebrate authentic student work, and to take pride in promoting student learning through inquiry which includes responsible use of information and communication of original work.

This policy is designed to define and clarify the expectations associated with the submission of authentic work. It provides our staff, students, parents, counselors, and administrators with a common understanding of academic misconduct, defines the responsibilities of all parties in preventing academic misconduct, and encourages principled behavior in the learning environment of our schools.

Some areas that Tarr's policy addresses:

- students' responsibility for authentic work
- guidelines for individual and group work

- age-appropriate expectations and practice regarding references, citations, quotations and paraphrasing
- agreements related to the responsible use of information technology and media resources

We refer to our school district's Technology and Student Conduct, Parent Involvement Accord, Parent Academy Honesty Agreement and Code of Honor guidelines documented on our website. Our school handbook also includes our site based plans for repercussions if at any time, Academic Integrity is violated.

Roles and Responsibility in Supporting Academic Integrity

Faculty (including teachers, Student Support services team, administration and support personnel):

- Communicate appropriate collaboration versus collusion with each assignment.
- Teach a recognized citation convention for written and non-written works.
- Demonstrate and model academic honesty in presentations, etc.
- Report and record academic dishonesty through a referral and school notes.
- Assure that students in their class understand that when they submit a task as their own, they are representing those that have not received nor given aid on assignments or assessments. Teachers can opt to ask students to use their signature to explicitly assure this point if needed.
- Minimize temptation for academic misconduct in assignments/assessment situations.
- Communicate with students, parents, counselors, administrators, about concerns and academic misconduct offenses.
- Involve students in reflection/discussion in the instance of academic misconduct.

Students:

- Confirm understanding of academic honesty with signature on Academic Honesty Parent/Student Agreement each year.
- Report academic misconduct violations to a trusted school employee.
- Strive to produce authentic work and follow the Attribute of the Learner Profile: Principled.
- Understand that putting his/her name on an assignment certifies it as his/her own work, cited appropriately.
- Minimize academic misconduct temptation by balancing time appropriately.
- If an incident of academic misconduct occurs, either intentional or unintentional, complete a reflection process with the teacher.
- Understand proper citation expectations for assignments and adhering to the schoolwide Essential Agreements.

- Ask for guidance when unsure.

Administration:

- Support academic honesty policy and investigate all counselor/teacher reports of academic misconduct.
- Ensure that all staff, students and parents understand definitions, responsibilities, and repercussions.
- Ensure the academic integrity policy is applied consistently throughout the school.
- Provide staff development and guidance on academic writing and referencing systems that are available.
- Provide teachers with material to guide students in maintaining academic honesty.
- Investigate academic misconduct when necessary.
- Make parent and student contact to reflect on academic misconduct incidents.

Parents, guardians, and/or outside support:

- Read and sign the Academic Integrity Parent/Student Agreement.
- Encourage children to practice academic honesty.
- Encourage and model with children to cultivate a culture of academic honesty at home and in school.
- Address concerns of academic misconduct with their child and school personnel if necessary.
- Monitor hired tutors to assure authentic student work.

Preventing Academic Misconduct

In order to prevent academic misconduct, Tarr Academy promotes good practice by teaching students the skills necessary to be academically honest. This will be accomplished through direct teaching and coaching, specifically in the communication and research skills found in the Approaches to Learning. Students in 5th grade will be taught to cite their work and acknowledge sources as they complete projects that require research, especially as they work through Exhibition. Students will be guided when working collaboratively so that all members of a group work equally and so that conflicts can be resolved when they arise.

Repercussions

When academic misconduct occurs, incidents will be addressed by the teacher with the student. When appropriate, the administration will become involved and the incident will be reported to parents, and other staff when necessary. Consequences will be based upon the CCSD Code of Conduct and administered within Tarr's discipline policy.

Communication Plan

Tarr's Academic Integrity Policy will be published on the school website as well in the Staff and Student/Parent Handbook. It will be discussed with PYP students and parents early in the school year and referred to often throughout the school year when opportunity arises.

Cite IB Standards and Practices:

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

Culture 3.1: The school implements and reviews an academic integrity policy that makes the school's philosophy clear and is aligned with IB guidelines. (0301-03-0100)

Culture 3.2: The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions. (0301-03-0200)

Culture 3.3: The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect and responsibility. (0301-03-0300)

Culture 3.4: The school ensures that relevant support materials, resources and structures related to the academic integrity policy are implemented. (0301-03-0400)

Culture 3.5: The school monitors and evaluates the impact of the academic integrity policy to ensure that it regularly informs learning and teaching across the curriculum and that the school's procedures are transparent, fair and consistent. (0301-03-0500)