



**James B. Sanderlin K- 8
IB World School
Academic Integrity Policy**



Mission Statement: James B. Sanderlin IB World School is committed to teaching and learning with the brain and heart in mind. Our diverse community of active lifelong learners will use an inquiry approach through our challenging programmes to be successful internationally minded citizens.

Vision: Develop lifelong learners who flourish and make a positive difference in the world.

Philosophy on Academic Integrity: At James B. Sanderlin, we believe that academic integrity is integral to learning and embodied in the IB Learner Profile. The IB Learner Profile, as the heart of the PYP and MYP, seeks to help students realize the importance of academic integrity in their education and future careers. We trust that students act with integrity in representing their work and the work of others. We provide learners the time to practice the skills, values, and beliefs of academic integrity and expect our learners to be principled in their approaches to learning and assessments. When students are able to embody these attributes, they will become role models of academic integrity and demonstrate international mindedness.

Purpose of this Document: This policy clarifies for all stakeholders – administrators, teachers, students, parents and community members - what constitutes as academic integrity vs. academic misconduct, lists roles and responsibilities of all stakeholders, and explains consequences for academic misconduct, as well as the programme expectations for academic integrity.

Roles and Responsibilities of Stakeholders:

Teachers will...	Families will...	Students will...
<ul style="list-style-type: none">• provide instruction in research protocols and citation of sources as well as summarizing and paraphrasing of information.• provide examples of proper citations, note-taking, and source summarization.• protect the fidelity of all exams and assessments.• review Academic Integrity Policy with students in 3rd – 8th grades.• explicitly teach ways to give credit to sources using the ELA and Computer Science Florida standards.<ul style="list-style-type: none">➤ For example, Kindergarten will teach how to identify the author and illustrator of a text; 4th grade will teach how to use quotation marks and the text title or author's name to reference evidence used in writing/research; 8th grade will reinforce the use citations within writing/research and will teach how to create a bibliography/works cited page.	<ul style="list-style-type: none">• emphasize expectations for integrity and academic honesty in all work.• support child(ren) to independently complete projects and tasks.• monitor child's use of digital devices as it applies to academic work.• consistently monitor child's planner/CANVAS and review grades and assignments in FOCUS.	<ul style="list-style-type: none">• take responsibility and practice integrity for their own original work.• cite sources according to an agreed upon age-appropriate format based on Florida standards.• use cell phones, computers, information technology, and library resources responsibly and with permission.• Appropriately, based on grade level expectations, give credit to sources within writing and research.

Academic misconduct is (but not limited to):	Examples of Academic Misconduct (but not limited to):
<ul style="list-style-type: none"> • Cheating: communicating with other students during an exam or assessment, using an unauthorized device or material during an exam or assessment, or copying another students' work. • Collusion: assisting another student in being academically dishonest. • Duplication: re-submitting work that was previously assessed or graded without the knowledge of teachers involved. • Falsification: fabricating or changing items such as signatures or data to alter the outcome. • Plagiarism: submitting work and/or ideas as one's own, when in fact it is the work and/or idea of someone else or AI/bot. 	<ul style="list-style-type: none"> • Whispering, hand gestures, passing notes or other forms of communication during assessments. • Modifying the work of someone else and submitting it as your own without proper citations. • Telling students in a later class period, or an absent student, what material is on an assessment (face to face, written, or with social media) • Bringing a cell phone or smart watch into an assessment that states no electronics. • using notes or references on an assessment without the permission of the teacher. • purchasing an assignment from someone or using AI/bot and submit the work as your own

Academic Misconduct Consequences: The consequences listed below are dependent on the scope and severity of the situation, grade level of the student and are subject to review by Administration.

	K – 2	3 – 5	6 - 8
1 st violation of the year	<ul style="list-style-type: none"> • reteach academic integrity expectations • teacher notifies parent/guardian and reviews the Academic Integrity Policy with student and family 		
		<ul style="list-style-type: none"> • Student given the opportunity to redo assignment 	
			<ul style="list-style-type: none"> • teacher notifies other MYP teachers of the misconduct

	K – 2	3 – 5	6 – 8
2 nd violation of the year	<ul style="list-style-type: none"> • reteach academic integrity expectations • teacher notifies parent/guardian and reviews the Academic Integrity Policy with student and family. 	<ul style="list-style-type: none"> • Student receives a grade of zero until student completes the assignment. Student can earn up to 75% of the possible grade. • Teacher notifies an administrator 	
			<ul style="list-style-type: none"> • Administrator reviews the misconduct and the Academic Integrity Policy with the student and parent/guardian and the policy is signed by all parties to represent understanding. • Consequence is assigned.

	K – 2	3 – 5	6 - 8
3rd violation of the year	<ul style="list-style-type: none"> • reteach academic integrity expectations • teacher notifies parent/guardian and reviews the Academic Integrity Policy with student and family • Administration is notified and additional consequence determined 	<ul style="list-style-type: none"> • Student receives a grade of zero until student completes the assignment. Student may earn up to 50% of the possible grade. • Administrator meets with parent and student 	
			<ul style="list-style-type: none"> • Student referred to Magnet Intervention Committee

Pinellas County Code of Student Conduct: The Pinellas County Code of Student Conduct states that teachers “shall also record a ‘zero’ for each act of cheating,” but other discipline could occur (including suspension, reassignment, or expulsion). (Pinellas County Code of Student Conduct, July 2013)

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____