



**James B. Sanderlin  
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.

**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 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:**

Students	Teachers	Parents/Guardians and Families
<ul style="list-style-type: none"><li>Students will take responsibility and practice integrity for their own original work.</li><li>Students cite sources according to an agreed upon age-appropriate format.</li><li>Students use cell phones, computes, information technology, and library resources responsibly and with permission.</li></ul>	<ul style="list-style-type: none"><li>Provide instruction in research protocols and citation of sources as well as summarizing and paraphrasing of information.</li><li>Provide examples of proper citations, note-taking, and source summarization.</li><li>Protect the fidelity of all exams and assessments.</li><li>Review Academic Integrity Policy with students.</li></ul>	<ul style="list-style-type: none"><li>Emphasize expectations for integrity and academic honesty on all work.</li><li>Support your child to independently complete projects and tasks.</li><li>Monitor your child's use of digital devices as it applies to academic work.</li><li>Consistently monitor your child's planner/CANVAS and review grades and assignments in FOCUS.</li></ul>

Academic Misconduct is: (but not limited to)	Examples of Academic Misconduct (but not limited to):
<ul style="list-style-type: none"><li><b>Cheating:</b> 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.</li><li><b>Collusion:</b> assisting another student in being academically dishonest.</li><li><b>Duplication:</b> re-submitting work that was previously assessed or graded without the knowledge of teachers involved.</li><li><b>Falsification:</b> fabricating or changing items such as signatures or data to alter the outcome.</li><li><b>Plagiarism:</b> 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.</li></ul>	<ul style="list-style-type: none"><li>whispering, hand gestures, passing notes or other forms of communication during assessments.</li><li>modifying the work of someone else and submitting it as your own without proper citations.</li><li>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)</li><li>bringing a cell phone or smart watch into an assessment that states no electronics.</li><li>using notes or references on an assessment without the permission of the teacher.</li><li>purchasing an assignment from someone or AI/bot and submit it as your own</li><li>using internet applications to solve math problems as represent solving as your own.</li></ul>

**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
<b>1<sup>st</sup> violation of the year</b>	<ul style="list-style-type: none"> <li>• reteach academic integrity expectations</li> <li>• teacher notifies parent/guardian and reviews the Academic Integrity Policy with student and family</li> </ul>		
		<ul style="list-style-type: none"> <li>• an alternative assignment to replace the zero</li> </ul>	
			<ul style="list-style-type: none"> <li>• teacher notifies other MYP teachers of the misconduct</li> </ul>

	K – 2	3 – 5	6 - 8
<b>2<sup>nd</sup> violation of the year</b>	<ul style="list-style-type: none"> <li>• reteach academic integrity expectations</li> <li>• teacher notifies parent/guardian and reviews the Academic Integrity Policy with student and family</li> </ul>	<ul style="list-style-type: none"> <li>• zero grade; an alternative assignment to replace the 75% of the possible grade</li> <li>• teacher fills out the Academic Integrity Misconduct Form and submits to IB Coordinator</li> <li>• Administration is notified</li> </ul>	
			<ul style="list-style-type: none"> <li>• IB Coordinator 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.</li> <li>• Detention is assigned.</li> </ul>

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

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