

Academic Integrity Policy

The academic integrity policy of CIS makes the school's philosophy clear, below are the rights and responsibilities of the school community. At CIS, we are committed to upholding the rigorous standards of the International Baccalaureate (IB) program. We strive to cultivate an inclusive environment where our IB students develop academically and socially. Our philosophy revolves around creating an environment that is perfectly tailored to stimulate intellectual growth, fostering a deep sense of wonder, curiosity, and a drive for exploration. We are dedicated to promoting international understanding, embodying our core values, and assuming responsibility for, respecting, and preserving the environment as integral components of our lifelong learning IB mission.

According to the International Baccalaureate Organization (IBO), academic honesty includes values and skills promoting personal integrity. Academic honesty also supports good practice in teaching, learning, and assessment (<https://www.ibo.org/about-the-ib/what-it-means-to-be-an-ib-student/responsibilities-of-students-and-ib-world-schools/academic-integrity/IBO>, Dec. 7th, 2023).

In the Primary Year Program (PYP) and Middle Years Program (MYP) and at Corrales International School, students strive to develop learner profile attributes such as:

- Inquirers - They develop the skills needed to pursue their questions as they conduct inquiry and research.
- Open-minded - They practice seeking and evaluating a range of points of view.
- Principled - They act with integrity and honesty; they take responsibility for their actions.

Definitions:

Academic Honesty: a set of values that promote personal integrity and good practice in learning and assessment. Cheating or academic dishonesty in both programs includes:

Plagiarism - using the ideas or work of another person as your own, such as copying language from a book or website and not citing where it came from. All work obtained from an outside source must follow the MLA or APA format for citation purposes or any other style in the case of the PYP's teacher has chosen.

Collusion - helping someone else cheat, such as allowing your work to be copied by another

Misconduct- refusing to follow directions, such as taking test materials from a classroom or using prohibited electronic devices.

The CIS community upholds our school's core values of integrity, respect, and responsibility. To that end, staff will strive to promote a positive school culture in which we focus on developing the attributes of the learner profile and introduce, model, and use good practices of academic honesty.

At CIS our faculty teachers reinforce academic honesty:

- Help students understand academic honesty and why it is essential by giving examples of the consequences of prior students and adults who have suffered the consequences of breaking policy.
- By helping students understand the definitions of cheating, plagiarism, collusion, and misconduct and the severe consequences of these actions, we aim to instill a sense of responsibility and respect for academic integrity. It's important to remember that these actions can have serious repercussions. We model good practices of academic honesty and promote ethical research skills by conducting training on internet research in each of our grades.
- Please encourage students to develop their voices and ideas.
- Collaborate with the media specialists to properly develop and responsibly use IT library resources and site works. CIS PYP and MYP students have access to Albuquerque and Rio Rancho Public Library cards as another way to conduct research since 2023.

CIS encourages academic honesty:

The CIS community upholds our school's core values of integrity, respect, and responsibility. To that end, staff will strive to promote a positive school culture in which we focus on developing the attributes of the learner profile and introduce, model, and use good practices of academic honesty in both programs. Academic integrity lies at the heart of teaching and learning in IB programs, where action is rooted in inquiry and reflection. Every member of the IB community at CIS, students included, should strive to embody and nurture the learner profile attributes (PYP and MYP). IB students are tasked with distinguishing between right and wrong. Within the realm of academic integrity, the attribute of being "principled" reigns supreme. Consequently, all students engaged in the CIS IB program are called upon to act with honesty, responsibility, and ethics. (ibo.org).

The CIS-MYP students exhibit and encourage academic honesty:

At CIS, academic honesty is not just a value, but a cornerstone of our educational mission. We believe that all schoolwork submitted should be the original efforts of the individual student. It is a responsibility shared by the administration, faculty, students, and their families. Each of us plays a crucial role in upholding this academic integrity in our school community. We all must understand and embrace our integral role in promoting a climate of academic honesty. Any form of academic dishonesty will result in disciplinary action. Students are required to sign a Student Code of Conduct Agreement and a Student Honesty Policy Agreement during the first semester of school. (Forms enclosed below and are shared with parents).

The principled, reflective IB learners should:

- Be honest in presenting your work
- Acknowledge help from parents, other students, and friends
- Know what constitutes cheating and how to abide by the rules of academic honesty
- Say "no" to students who want to copy their work
- Understand that their teachers value their ideas and want them to present ideas using their language and voice
- Understand the teachers' guidelines for group and individual work
- Understand and use technology and library resources properly
- Acknowledge resources inappropriately cited bibliographies
- Seek guidance from teachers when unsure how to follow rules of academic honesty

The role of the community is vital in upholding academic honesty

Our student's parents and guardians must be familiar with our unwavering commitment to academic honesty. Guidelines and the consequences for academic dishonesty are outlined in the student handbook and posted on our website (corralesis.org). Some consequences of academic dishonesty may include parent contact, loss of points or credit, or detention. In addition, parents and guardians can support students by encouraging them to exhibit the school's core values of respect, integrity, and responsibility as they strive to become principled learners and citizens.

Corrales International School Student Honesty Policy Agreement

CIS regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted to meet course or class requirements represents the original efforts of the individual student. Administration, faculty, students, and their families are all essential contributors to upholding academic integrity in our school community. To this end, all involved must understand their integral role in helping to promote this climate of academic honesty. All forms of academic dishonesty will make a student subject to disciplinary action.

The following list provides examples of what a student will not do

- Plagiarize in written, creative, or oral work. (Plagiarism is using the ideas of another as one's own without acknowledging the source.) Giving it as one's work and resubmitting it from another person or class are unacceptable practices.
- Give or receive unauthorized assistance on exams.
- Alter grades or other academic records
- Submit identical work in more than one course without the instructor's prior approval. Students may further develop previous work with prior approval of the instructor.

The following rules for conduct apply to all students, and violation of the rules could result in consequences as described. In most cases, the teacher is granted the authority to exercise good judgment in applying the range of consequences described. The Head of School can also exercise judgment in determining an appropriate outcome.

Rules for Conduct

1. Students shall not engage in any act of deception or falsification of work product. This includes plagiarism when a person copies the language structure, idea, or thought of another and represents it as one's work and a verbal or written statement of untruth.

Dishonesty, or cheating, is defined as:

- Copying or stealing another person's work or data
- Allowing another person to copy one's work;
- Doing another person's classwork;
- Creating more than one copy of one's work for distribution;
- Providing another person with the answers on tests or quizzes or

- Noncompliance with teachers' test-taking procedures.
- Unauthorized copying or development of software

Disciplinary Actions

Any action taken concerning cheating shall consider:

- First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.
- Second, the rights of the student who has violated this policy and the need to take appropriate action.

First Offense in Student's MYP and High School Career

- The teacher who observes the alleged dishonesty will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student, and permit the student to respond by providing a written or verbal statement of his or her viewpoint. In cases of verified academic dishonesty, the letter grade "F" (zero) will be issued for the assignment.
- Homework - The student will lose credit on the assignment (both programs)
- Test or Quiz - Students will lose credit on that test or quiz. (both programs)
- Semester Exam - The student will lose credit on the exam. (both programs)

2. The teacher will contact the parent/guardian by phone, document the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian is asked to verify receipt with a signature and return it to the teacher by the following school day.

3. If the matter is unresolved, the teacher will refer it to the principal.

Second Offense in Student's MYP and High School Career

1. Penalties and procedures as in the first offense, in addition:

- The teacher who observes the alleged dishonesty will confront the individual student, preferably not in the presence of other students, give a written description of the incident to the student, and permit the student to respond by providing a written or verbal statement of their viewpoint. If this is the second offense in the

same course, a letter grade of "F" may be recommended for the assignment in case of verified academic dishonesty (both programs).

- The teacher will submit a copy of the disciplinary report to the principal's office (both programs).
- The principal will contact the parent/guardian by phone, document the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian will be asked to participate in a conference with the principal to discuss possible disciplinary action (both programs).

Corrales International School

MYP ACKNOWLEDGEMENT OF ACADEMIC HONESTY POLICY

I fully understand the CIS's Academic Honesty Policy concerning dishonesty and cheating (corralesis.org). I received a copy and the policy was read and explained to me, and I was allowed to ask questions to completely understand the policy and how it may affect me. My signature shows that I have a full understanding of what is considered dishonesty or cheating and that I am fully aware of the serious penalty involved if I choose to be dishonest in the academic work I do while I am a student at CIS School.

_____ Student's Name (Please Print)

Date _____

Grade _____



Code of Student Conduct (CIS school agenda 2nd-12th grade page #5 CIS policy stated)

CIS’s goal is to create a safe learning environment to ensure academic success and to enhance each student's potential for learning while fostering positive interpersonal relationships. CIS supports academic achievement, promotes fairness and acceptance of diversity, and mutual respect through the following beliefs:

- a. All students are valuable and can make contributions to our school community.
- b. All students are responsible and accountable for their choices and decisions.
- c. To grow and thrive, individuals need caring relationships and a nurturing environment.
- d. Continuous learning is a lifelong process, it’s essential to a productive and enriched life.
- e. High expectations lead to higher performance that empowers individuals and strengthens society.

CIS - CODE OF STUDENT CONDUCT	
Leaders In Training - Student Model Behavior	Leaders In Training - Students Avoid
<ul style="list-style-type: none"> • Understand and follow school rules. • Adhere to the school dress code. • Request permission to leave the classroom when needed. • Attend all classes and arrive prepared. 	<ul style="list-style-type: none"> • Refusing to comply with class/school rules or directives from teachers and school staff members. • Violating the school dress code. • Arriving late at school, being in an unauthorized location, or missing classes. • Using unauthorized electronic devices. (phones, music, etc...)

<ul style="list-style-type: none"> • Use approved electronic devices responsibly. • Follow classroom and school rules. • Use respectful and appropriate language. • Demonstrate behavior that is respectful and courteous. • Show respect for school property and the property of others. • Participate actively in class and complete homework assignments. 	<ul style="list-style-type: none"> • Initiating or participating in a verbal confrontation with another student or staff member. • Using profane or crude language. • Displaying or participating in disruptive behavior. • Cheating or misrepresenting the facts. • Taking, concealing, or damaging school or private property.
--	---

CIS - CODE OF STUDENT CONDUCT CONSEQUENCES

Leader In Training - Incentives	Leader In Training - Corrective Strategies
<p>Monthly Options: Certificates for your dossier, invitations to VIP events, pizza parties, prizes, or movies.</p> <p>Quarter Options: Gift certificates to local merchants, class field trips, guest speakers, game day.</p> <p>Semester Options: Cliffs, MYP Survivor Overnight</p>	<ul style="list-style-type: none"> • Verbal warning / redirection. • Lunch Detention / Incident report in student’s file • Confiscation of prohibited item(s) • Parent notification/conference. • Conduct or behavior contracts. • In-school suspension or restriction of privileges. • Out-of-school suspension.

CIS Code of Student Conduct & Honesty Policy Agreement

I, _____ accept that education is not something being done to, or for me, rather it is something that I am doing for myself with the assistance of my parents, teachers, administrators, and classmates. By signing below, I understand CIS School Rules, Policies, and Academic Honesty apply to all students, and therefore, I pledge to be a leader by modeling good student behavior. I accept the consequences should I choose to disregard the School Rules, Policies, and Academic Honesty form.

Student

Signature _____ Date _____