

# Academic Integrity Policy

## Cornerstone Learning Community

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### I. Background

Cornerstone Learning Community is a school with a mission to engage parents as partners, teachers as leaders and students as individuals. To that end, all members of the community are tasked with participating to ensure ethical treatment of academic ideas.

The idea of academic integrity permeates the core virtues of the school and the IB learner profile attributes. All students at the school are expected to be *honest* and *responsible* in their academic and social lives. Our middle years students additionally strive to be *principled* members of their local, national and global communities.

Academic integrity encompasses the skills and values that respect the intellectual property of others and the submission of only authentic pieces of work with full credit to the contributions of others. Cornerstone Learning Community is committed to academic integrity and helping students recognize and avoid situations that can lead to academic malpractice.

Malpractice is any behavior that results in a student gaining an unfair advantage over others and/or undermines the integrity of scholarly work. Malpractice can include plagiarism, collusion (allowing one's work to be copied), cheating, fabrication, sabotage, tampering and the use of unauthorized technology.

### II. Covenant of Learning

Policies related to academic integrity are contained within the school's Covenant of Learning. This covenant includes commitments that all members of our community make to each other. In signing the Covenant each year, students are agreeing to comply with Cornerstone's Code of Academic Integrity. Principles in the covenant relating to academic integrity include commitments from administrative staff, teachers, parents and students and are excerpted here:

#### **Administrative Staff in the CLC community commit to the following:**

- Administrative staff commit to ***being the lead communicators***. They will model to all community members honest, open, respectful communication.
- Administrative staff commit to ***being the lead guides*** for others in the community, assisting teachers, parents and students as they seek to fulfill their commitments and promises to the community.
- Administrative staff commit to ***being the lead spokespersons*** for the mission of the school. Articulating, explaining in concrete terms the mission of the school within the school community and to the larger community. To make sure the founding principles and practices are known to the community and practiced within the community.

- Administrative staff commit to ***being the lead guardian*** of the founding principles and practices. Making sure these founding principles and practices are known and adhered to within the community.

#### Teachers in the CLC community commit to the following:

- Teachers will ***accept ownership in the overall direction of the school itself by designing mission appropriate curriculum***. They will plan long term to assure a complete and comprehensive curriculum that coincides with the school's stated mission and short term to assure relevance to learners.
- Teachers will ***focus on the whole child***. Teachers will develop curriculum and classroom structures that benefit students socially, emotionally, physically as well as academically. They will model the core virtues in all their interactions with students.
- Teachers will ***deal with children fairly*** in discipline, assessment and in selection for limited opportunities. They will involve students in setting classroom rules and consequences.
- Teachers ***will keep parents informed in a respectful honest manner***. Teachers will contact parents when they have concerns about academic performance and behavior. Individual conferences will be scheduled when there are serious concerns about a student.

#### Parents of CLC commit to the following:

- Parents will ***support Cornerstone Learning Community through active involvement*** in the school community. Active participation, keeping informed as well as volunteering for class and school wide activities is required of all parents.
- Parents will ***support their students in homework*** by providing an appropriate place and time for doing homework and *by giving appropriate assistance* if needed.
- Parents ***will read and respond to communications from school***.
- Parents will ***communicate honestly and respectfully*** with other community members. They will follow our communication protocol that promotes effective, clear communication: All concerns regarding classroom instruction and curriculum should be conveyed to the teacher. ***Teachers and parents working together as problem solvers will resolve most problems***. If another perspective is needed to address the issue or concern, the teacher and parent should agree to meet again with the Director.

#### Students of CLC commit to the following:

- Students will ***take responsibility for their own education*** by preparing for class, keeping themselves and their work organized, by developing strategies for meeting academic challenges, and by choosing to be active participants.

- Students will ***cooperate with teachers and other staff members***, follow directions and accept new challenges. They will recognize that rules are made for their physical and emotional safety and learn to live within the limits of the rules that protect everyone.
- Students will ***cooperate with schoolmates***, follow school rules and respect the rights of each child. They will ***practice and develop problem solving skills*** when conflicts arise. Students will ***seek help when they are unable to solve conflicts*** on their own.
- Students will ***use the core virtues*** of respect, honesty, responsibility, compassion, self-discipline, perseverance, and giving to guide their actions and their words. They will learn to be living examples of these virtues at school, at home, in their neighborhood, in the surrounding community, and wherever they go.
- Students will ***be a kind, caring role model and positive leader*** for younger students.
- Students will ***follow Cornerstone's code of academic integrity***.
- Students will ***accept responsibility*** for their actions admitting when they have made mistakes and learn from their mistakes.

### III. Prevention

With the roles of all community members set forth in the Covenant it is the goal of Cornerstone to prevent malpractice through awareness and training. As students move through the grades, they are actively taught the proper way to present ideas across subjects. Teachers will conduct grade-appropriate training during each year of the MYP on the skills of attribution of others' ideas through examples and discussion. Students will learn information literacy, problem-solving and self-management to avoid pitfalls that can lead to malpractice. The training sessions will explicitly define what constitutes cheating. These ideas will be shared to help parents learn about expectations, as well.

In preventing malpractice, teachers will model academic integrity. They will provide attributions to works they have borrowed from others. Teacher-developed assessment tasks will clarify requirements for using the work of others. Tasks that require inquiry and creativity will minimize the possibility that students will engage in malpractice. Students are expected to track the use of resources and others' work as they develop their Approaches to Learning skills (learning how to learn).

### IV. Detection

Teachers are responsible for determining if a student's work is authentic. Should there be suspected cases of malpractice, teachers will investigate and conference with students to determine the nature of the infraction and parties involved. Students will always have a voice in matters related to defending their actions. If it is determined that inappropriate work was submitted, the student and teacher (and IB Coordinator and/or school director, if the incident warrants) will conference to determine consequences.

## **V. Consequences**

All breaches of this academic integrity policy are serious. Any work determined to be academically dishonest will not be accepted and not be credited. Resubmissions for all or some portion of the grade will be at the discretion of the teacher. A second violation will result in a meeting between school administration and/or faculty, student and parent(s) to determine an appropriate course of action.



## Cornerstone Learning Community Academic Integrity Pledge for Students



An academically honest student

### DOES

- their own work.
- acknowledge help from parents, other students and friends.
- acknowledge the source of direct quotations.
- acknowledge information taken from books, the Internet and other media.
- acknowledge reference materials in a bibliography.
- know what constitutes cheating and abides by the rules.
- report cheating to teachers or school staff.
- follow all exam rules.

### DOES NOT

- use notes during a test unless allowed by a teacher.
- use technology (calculator, computer, translator) when unauthorized.
- copy from another student during a test.
- copy from the homework of another student.
- do homework for another student.
- give another student their own work to copy.
- tamper with or sabotage the work of others.
- communicate with other students during a test.

I have read and understand Cornerstone's Academic Integrity Pledge. I am aware that malpractice is unethical and if I fail to comply with the expectations there will be consequences. I pledge to uphold the principles of academic integrity and maintain the highest standards of ethical conduct.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Parents : please discuss this pledge with your student and initial here \_\_\_\_\_