

The Ogden International Academic Integrity Policy

Philosophy of Academic Integrity Practice

The purpose of this document is to clearly state Ogden International School of Chicago's expectations for academic integrity and the role of all stakeholders: students, teachers, coordinators, administration and families, in upholding these expectations to the highest level. This document outlines the definition of academic integrity and the consequences for violating this policy.

Academic integrity is the standard of honesty and responsibility in scholarship. It means doing the right thing even when no one is watching. It means taking ownership for your own learning and intellectual growth. It means properly citing research, doing one's own work, giving credit to other people for their ideas and words, avoiding shortcuts like on-line translators for language acquisition and not misleading others about one's efforts.

As a school we recognize that assessment plays a key role in the student's growth and their achievement of their individual academic potential. Assessment must provide a useful measurement against course criterion to provide a clear indication of students' individual level of attainment of each course objective. To this end, consistent practice of academic integrity is essential to ensure student learning is correctly assessed and supported.

The IB Learner Profile is the IB mission statement in action. As an IB learner, students are expected to be principled in their thinking and their actions. To be principled means to act with honor and integrity. It also means to live by an ethical code of conduct. It is expected that all Ogden International School students will do their own work, think for themselves, and take responsibility for their actions. They must recognize the ideas of others and give credit to the work of other people. In order to further develop their knowledge and to grow as thinkers and communicators, Ogden students will follow the current style formats of the Modern Language Association (MLA) or American Psychological Association (APA) as appropriate for all written and oral assignments. As members of an academic community and a world of shared knowledge, Ogden students will recognize collaborators from within our community and from the larger global community. As teachers, coordinators, administrators and families dedicated to our students' preparation for a life of learning, we are dedicated to supporting our students to successfully maintain academic integrity, intervening in the case of issues related to academic integrity and use restorative practices in the case of violations of this policy.

Overview of Responsibilities for Implementation

Academic integrity relies on the shared responsibilities of all stakeholders.

Student responsibilities include:

- Always doing one's own work and adequately budgeting time to complete assignments
- Ensuring that collaborative work is approved by the teacher
- Using proper citation when incorporating outside sources
- Clarifying issues about proper citation format before turning in assignments

Teacher responsibilities include:

- Ensuring that students know how to incorporate outside sources and use proper citation format
- Checking work for academic integrity using plagiarism detection programs such as turnitin.com
- Communicating with parents and IB coordinators about student needs and challenges in adhering to academic integrity policies
- Documenting violations of academic integrity in Student Logger and submitting evidence to student files held by IB coordinators
- Modeling and supporting academic integrity across the school community.

IB Coordinator responsibilities include:

- Supporting teachers' inclusion of formatting and citation expectations and methods across school curriculum
- Maintaining accurate records of infractions in order to identify and intervene when patterns of student infractions indicate a more support is necessary to ensure students develop the necessary skills to practice academic integrity throughout their lives.
- Modeling and supporting academic integrity across the school community.

Administration responsibilities include:

- Providing opportunities for professional development on academic integrity
- Supporting the enforcement of restorative justice in the case of repeated infractions
- Modeling and supporting academic integrity across the school community.

Parent/Guardian responsibilities include:

- Supporting school policies on academic integrity
- Modeling and supporting academic integrity at home

Types of Violations

The expectation is that the student will uphold this policy for completing all school related work. No assignments are exempt from this policy. All Ogden students are provided with an account on TurnItIn.com. Students are expected to upload all assignments and papers as required by their teacher.

Plagiarism

Some examples are:

- Failure to cite the written words of an author without quotation marks
- Failure to footnote the source of material used
- Failure to cite references in a bibliography or works cited page
- Failure to cite the written words of an author that have been paraphrased
- Failure to cite visual images when used in papers
- Presenting another's creative work or ideas as your own
- Copying and pasting work from the Internet and submitting the work as your own
- Copying work or assignments from students who previously took the course
- Purchasing or downloading pre-written reports from online paper mill sites
(This also includes computer programs, drawings, artwork, and all other types of work which are not the original work of the student)

Cheating

Some examples may include, but are not limited to:

- Communicating with another student during an assessment - including but not limited to in-person verbal or written exchanges or those via computer or cell-phone
- Copying material during an assessment
- Allowing another student to copy from one's assessment
- Using notes, cell-phones, or other forms of aids during an assessment
- Obtaining a copy of or information about an assessment from another student
- Copying another person's assignments
- Allowing another student to copy your assignments
- Allowing another person to complete assignments such as parents or friends
- Giving assistance on assignments that are intended to be individual work

Collusion

Some examples may include, but are not limited to:

- Talking about or sharing information about an assessment with another student who has not yet taken the assessment - including but not limited to taking a picture of your work and sharing it with another person or sharing your completed assignment with another person

- Giving his/her own or other's work to another student so it may be copied
- Providing information on how to acquire another student's work
- Providing information, prior to an examination on how to obtain teacher assessments
- Helping another student copy documents
- Withholding knowledge of others involvement in acts of plagiarism

Duplication of Work

An example of duplication of work includes, but is not limited to:

- Submitting the same paper for 2 different assignments in different classes

Responses to Violations

Academic dishonesty is considered a Level 3 Offense in the CPS Code of Conduct. Consequences for violations of academic integrity at Ogden will depend on the severity of the violation and the number of times the violation has occurred.

Tier 1

Tier 1 Violations include:

- Copying another student's formative assessment
- Providing formative assessment for another student to copy from
- Cheating on quizzes (using unapproved notes or looking at another student's work)
- Use of electronic translators or heritage speakers for world language assignments

Consequences for Tier 1 violations will include ALL of the following

- No credit given for assignment that violates policy
- A restorative conversation with the teacher to prevent future violations
- Documentation in student logger

Tier 2

Tier 2 Violations include:

- Providing information from outside sources as one's own without proper documentation
- Duplication of work - reusing the same assignment for different classes
- Using another student's work as one's own summative assessment
- Providing summative assessment for another student to use
- Cheating on unit tests or final exams
- Sharing information about assessments with other students including visual and verbal communication
- The second occurrence of a Tier 1 violation

Consequences for Tier 2 violations will include ALL of the following

- No credit given for assignment that violates policy
- Parental notification of violation
- A restorative conversation with teacher and IB coordinator to prevent future violations

- Documentation in student logger and academic file

Tier 3

Tier 3 Violations include:

- The third occurrence of a tier 1 violation
- The second occurrence of a tier 2 violation

Consequences for Tier 3 violations will include ALL of the following

- No credit given for assignment that violates policy
- Parental notification of violation
- A restorative conversation with teacher, IB coordinator, parent, and administrator
- An after school or lunch detention
- Documentation in student logger and academic file

Repeated violations after Tier 3 may result in in-school suspension. In addition, for any student in the IB Diploma Programme, repeated violations may also result in removal from the program.

Evaluation

Evaluation of the successful implementation of our academic integrity policy and the successful achievement of the objectives of the academic integrity policy will be completed by the IB coordinators and administration. An anonymous survey of all stakeholders, including teachers, students and parents will also be reviewed during the evaluation process to guide the evaluation and subsequent review of the policy.

Reviewing the Academic Integrity Policy

Our academic integrity policy will be reviewed every two years by the IB coordinators and faculty. Changes will be approved by coordinator and administration to be implemented the following school year.

Training New Teachers

New IB faculty members and counselors will be trained on our academic integrity policy by the IB coordinators upon hire.

How Policy will be Communicated

Our academic integrity policy will be posted on the Ogdan International website and in each classroom. Instructors will review the policy at the beginning of each year of each course with the entire class during the presentation of the syllabus and course requirements. Parents will be presented with the policy during information sessions and family meetings.

Please read and initial each statement below indicating you understand Ogden's academic policy before signing

_____ I understand that plagiarism is using the words or ideas of other authors in my papers without giving those authors credit. I will provide citations when I use another's thoughts or work including work that is paraphrased, graphics, and presentations.

_____ I will independently produce my own work and not allow my work to be copied by another student.

_____ I will not present/use the same work I have used in a class for a different course or work that has been completed by another student for an assignment.

_____ I will not submit work that has been downloaded from the internet or work that was produced by anyone other than myself.

_____ I will not talk during assessments. I will not talk to any student, look at anyone else's paper or computer screen, or allow anyone else to see my paper or screen.

_____ I will not share verbal or written information about assessments with other students including visual and verbal communication.

In addition to academic strengths, it is assumed that one's participation in IB is indicative of character traits which align with the IB Learner Profile. Specifically, IB students are required to be principled learners who act with honesty and integrity. Without exception, Ogden students are expected to adhere to a policy of strict academic honesty. Such a policy requires that students carefully scrutinize their own actions and behaviors for incidences of cheating/plagiarism.

STUDENT and PARENT DECLARATION

I have read, understand, and agree to abide by The Ogden International School of Chicago's Academic Honesty Policy. All Ogden students and their parents are required to review and sign the Academic Honesty Policy.

Student Name (Print): _____

Grade Level: _____

Student Signature: _____

Date: _____

Parent Name (Print): _____

Parent Signature: _____

Date: _____