



KALUGA INTERNATIONAL SCHOOL

ACADEMIC INTEGRITY POLICY

Written: May 2019/ Reviewed: August 2022

The principle of academic integrity is the cornerstone of a school community. In all our actions at KIS we encourage students toward a life governed by the values of honesty and personal integrity. The policies and procedures in this document are informed both by the KIS mission and vision and the attributes of the International Baccalaureate (IB) learner profile.

As stated in the IB learner profile, all members of the IB community strive to be “principled”, acting with “integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.” In all their studies at KIS, students must demonstrate academic integrity and avoid any form of academic misconduct.

Responsibilities

Responsibilities of the school

The school is responsible that information about the school policy and expectations of the IB are communicated to the school community comprising teachers, parents and students.

- Coordinators ensure that KIS Academic Integrity policy is applied fairly and consistently.
- Teachers communicate to students clearly about academic integrity, with focus on honesty, trust, fairness, respect, and responsibility.
- Teachers ensure that students understand what academic misconduct is and its possible consequences.
- Teachers set clear expectations for assignments and provide reference sources according to agreed-upon (age-appropriate) bibliographic formats for each grade (Appendix 1).
- Teachers are expected to cite and reference the information in the resources they use.

Responsibilities of students

The student is ultimately responsible for ensuring that all submitted work is authentic, with the work or ideas of others fully and correctly acknowledged.

- Students take credit only for the work, which belongs to them.
- Students work individually unless otherwise instructed.
- Students recognize the difference between individual and group work.
- Students give credit to other people working in the group.
- Students do not copy other people’s work.
- Students reference sources according to agreed-upon (age-appropriate) bibliographic formats for each grade.
- Students use information technology and library resources responsibly.

Responsibilities of parents/legal representatives

Parents are responsible for reading and understanding the school policy in terms of the expectations for their children.

- Parents discuss the school policy with their children.
- Parents encourage their children to use reference materials.
- Parents understand what constitutes student academic misconduct and its possible consequences.
- Parents support their children to plan and schedule workload, but must refrain from actually doing things for students.





Academic Misconduct

Examples of academic misconduct include, but are not limited to:

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Collusion is defined as supporting academic misconduct by another student or parent, for example allowing one's work to be copied or submitted for assessment by another.

Examples of misconduct during an examination include:

- taking unauthorized material or devices into an examination (whether the student uses it or not),
- behavior that disrupts the examination or may distract other students,
- communicating with another student during the examination.

Consequences for Academic Misconduct

for PYP students:

- Students are given a warning and have the opportunity to correct the error.
- The teacher will lead the reflection session with the students.

If the incidents are occurring more than three times, a meeting with parents, teachers, and coordinator should be arranged.

for Middle school students:

First incident

- Students are given a warning and have the opportunity to correct the error.
- The teacher will lead the reflection session with the students.

Second incident

- No opportunity to correct the error.
- Middle school coordinator will be informed.
- A meeting with parents, teachers, and coordinator should be arranged to discuss probationary terms.

Third incident

- Head of School will be informed.
- Meeting to discuss next steps and possible suspension.

This policy and procedures will be reviewed annually.





Appendix 1

Bibliography structure

for Early Years, Kindergarten and Grade 1 students:

- Books:
Title

for Grade 2 students:

- Books:
Author's last name. Title.
- Internet resources:
Name of the website

for Grade 3 students:

- Books:
Author's last name, Author's first name. Title.
- Internet resources:
Name of the website

for Grade 4 students:

- Books:
Author's last name, Author's first name. Title. Publisher, year of publication
- Internet resources:
Name of the website. Link

for Grade 5 students:

- Books:
Author's last name, Author's first name. Title. Publisher, year of publication

Grade 5 students insert in-text citations in cases of quotation (using quotation marks), paraphrasing and summarising according to the following structure:

(Author's last name, page number)

- Internet resources:
Name of the website. Link

Middle School students:

are expected to cite and reference the information for all types of resources according to MLA format.

