International School of Nanshan Shenzhen

ENCOURAGING ACADEMIC INTEGRITY

Honesty and integrity are essential, desirable character traits as recognized in our Code of Conduct and the IBO Learner Profile. ISNS believes that teaching students about academic and personal honesty is a fundamental part of a student's education.

Academic pursuits can be extremely challenging, but as with all challenges, accomplishing your goal often yields rewards far greater than the effort put into the work. The creation of original work is often an arduous task. Still, the skills learned in doing so – problem-solving, articulating arguments, synthesizing information, rigorous academic research, etc. – will be invaluable as you pursue a university degree and a career.

ISNS strives to create a safe, collaborative, and encouraging learning environment for students to explore ideas and support academically honest behaviours and help instill the values and principles behind such behaviours. As a continuum school, the learner profile attributes and the development of ATL skills are essential in helping students of all ages be academically honest in all their studies.

ISNS expects that all IB students will strive to be principled and demonstrate academic integrity in all their pursuits. This policy will provide the expectations of students, teachers and parents in the pursuit of academic integrity, including the responsibility for producing authentic and genuine individual and group work.

Throughout the Primary Years Programme, teachers will aim to instill an understanding and respect for academic integrity. All subject teachers will work with students of all age groups to develop understanding, highlight the importance of completing one's own work, promote best practices and identify skills that need developing. Violations will be dealt with on a case-by-case basis, primarily between the teacher and student, but when deemed necessary, with the cooperation of administration and parents/guardians.

In Middle and High School, teachers will continue to build on the principles developed in the PYP and incorporate the responsibilities and guidelines contained within this policy. Students are expected to acknowledge the work and ideas of others and engage with information technology responsibility. The students are prepared for observation and adherence to ethical and honest practice during examinations. Candidates for the Diploma Programme will be made aware that IB randomly checks candidates' work for plagiarism using web-based plagiarism prevention services, and ISNS teachers and students will use such services to ensure academic honesty (ex. Turnitin).

Students are expected to consistently demonstrate academic integrity as outlined in school policy. Each student in Middle and High School is asked to sign in acknowledgement of this policy upon enrollment.

Parents and legal guardians play a crucial role in reinforcing the values and importance of academic integrity. This is particularly important for education in one of the IBO programmes,

given the wide recognition that higher education institutions have granted to IB graduates for many years.

School leadership, programme coordinators and teachers must commit to an honest and open conversation with parents and legal guardians. These conversations will emphasize the commitment expected from all members of the school community. To support their children and the school, parents must accept that academic integrity is a fundamental part of the IB's educational philosophy.

Parents should also understand the IBO's expectations for schools, coordinators, teachers, and all students. ISNS encourages parents and legal guardians to familiarize themselves with the IB's policy on plagiarism, which is the most common form of misconduct. If parents have questions regarding these expectations, parents should approach the school for clarification.

Understanding the expectations of the Academic Integrity Policy will equip parents to support their children appropriately. This will include supervising their child's work to ensure the child completes all learning engagements within the bounds of the Academic Integrity Policy. If a parent identifies that their child needs extra assistance, the parent can ensure that all additional support maintains a high standard of academic integrity. Parents are encouraged to seek help from the school in this endeavor.

In addition to policies and procedures implemented by ISNS, there are serious consequences imposed by the International Baccalaureate Organization for academic misconduct. Students found to have submitted plagiarized or dishonestly produced academic work assessed by the IBO will fail to receive a grade in the subject concerned and will fail to receive an IB diploma as a result. IBDP students will be expected to acknowledge the IBO Academic Integrity Policy formally.

DEFINING ACADEMIC INTEGRITY

Academic integrity is when a student showcases their abilities using authorized materials and indicates what work they did and what work was done by others. The student acknowledges their sources and clearly shows where their ideas and images came from. They display the responsible use of information technology and social media and know how to observe and adhere to ethical and honest practices during examinations. The student views school as an opportunity to master content and learn through challenges.

DEFINING ACADEMIC MISCONDUCT

Plagiarism

At ISNS, we believe in trusting our intellect, undertaking research and crediting others. When we use or are inspired by someone else's work, we cite them. Give credit where credit is due. "Know what your own and what you owe".

An example of plagiarism is when:
- A student copies someone's ideas or words without citing.
- A student paraphrases or summarized someone's thoughts or words without citing.
- A student is replacing words from a source without changing the sentence structure and citing.
- A student cites sources incorrectly or fabricates sources.

Cheating

At ISNS, we demonstrate our achievements, produce original work, authentic results and accept corrections and mistakes as part of the learning process.
- An example of cheating is when:
- A student uses a piece of work from a previous class to complete an assignment in another class.
- A student submits falsified or invented information.
- A student uses notes, programmable calculators, or other electronic devices on an assessment when not allowed.
- A student pays for online services or someone else to complete an assignment for them.
- Students share the questions on a test with students who have not yet taken it.
- Students look at or attempt to look at another student's work during a test.
- A student communicates with another student in any manner during a test.
- DP students sharing information about an exam 24 hours before or after the examination with others outside their school community.

Group Work

At ISNS, we value collaboration as an essential skill and ensure we present our contributions fairly.

An example of collusion is when:
- A student uses work or part of the work from another student and submits it as their own.
- A student relies on their group members to do all the work.
- A student misrepresents their contribution to a group work assessment.
- Students plan a response together, copying a plan for an individual assessment.

Misuse of Translation and Writing Assistance Applications

Translation apps and reversal searches appear to offer an easy and widely available way to supplement language acquisition. However, while it does enable one's communication skills temporarily, it hinders their language acquisition. Students encounter mistranslations and miss out on gaining knowledge of the denotation and connotation of words, understanding of how the

language works, evolving one's understanding of slang and inference and cementing the role language plays in the communication of culture.

At ISNS, we believe students cannot outsource deep, cross-linguistic and cross-cultural knowledge to a translation app or a reversal search engine, and such technology should only be used to translate single words and phrases. "You can't copy and paste success".

Expectations and Guidelines for Artificial Intelligence in School

ISNS recognizes the benefits and challenges that artificial intelligence (AI) presents to schools. AI can empower teaching and learning but has also caused alarm about academic honesty and appropriate usage. While we cannot predict what AI will look like in the future, we embrace the IB learner profile attribute of being 'open minded' when establishing guidelines for use of AI. We are committed to continuous review and adaptation of our policies as AI evolves. We have created an AI policy which includes a series of guiding statements for teachers and students not tied to specific technologies and focused on improving the quality of teaching and learning.

Teacher use of AI:

- Teachers are **expected** to stay informed about current AI technologies and integrate them into their teaching practices when they can enhance the learning experience.
- Teachers are **encouraged** to provide age-appropriate AI information and guidance to students, fostering safe and informed use of these technologies.
- Teachers are **required** to set clear expectations for AI use by students.\
- Teachers are **required** to understand and uphold the AI academic integrity policy, ensuring students do the same.
- Teachers are **encouraged** to use AI to assist with differentiating for student achievement.
- Teachers are **encouraged** to use AI when designing and revising curriculum, producing class resources, and planning lessons.
- Teachers are **encouraged** to share successful strategies for using AI to differentiate instruction among their peers.

Student use of AI:

- Students **must** adhere to teacher guidelines on the appropriate use of AI for assessments, ensuring clarity on when AI assistance is permitted.
- Students are **required** to cite any AI-generated material used in their work, following established citation standards.
- Students **must** uphold academic honesty by transparently acknowledging AI use in their work.
- Students are **encouraged** to learn how to effectively use AI to enhance their personal learning experiences and outcomes.

- Students are **encouraged** to explore emerging AI technologies and share their insights and findings with peers and teachers, fostering a collaborative learning environment

SUBJECT SPECIFIC EXAMPLES OF ACADEMIC INTEGRITY

NOTE: This list does not necessarily cover ALL academically dishonest behaviours. If you are ever in doubt about whether an action is academically dishonest, make sure to ask for help.

Arts (Music, Theatre, Visual Art) and Design

I demonstrate I have academic integrity by:
- Not using sources from print, online, television or radio, songs, works of art or any other medium without including a proper citation or credit to the author or creator.

English Language and Literature

I demonstrate academic integrity by:
- Doing independent critical thinking and not using SparkNotes, Enotes, Wikipedia, etc
- Conducting the writing process in full (brainstorm – outline – rough draft – edit – publish)
- Effective approaches to editing of written work and giving constructive feedback during peer editing sessions
- Proper formatting of different text types

Individuals and Societies

I demonstrate I have academic integrity by:
- Take responsibility and credit, only for work I have performed and to which they have contributed.
- Use culturally informed and ethical approaches to building knowledge.

Language Acquisition (English, French and Mandarin)

I demonstrate I have academic integrity by:
- Producing original work without the over-use of translations, editing software or the help of outside tutors.

Math

I demonstrate I have academic integrity by:
- Only using an authorized "cheat sheet", notes sheet, or formula sheet during a test.
- Not using an unauthorized electronic device during a test or assessment.
- Not asking another student which questions were on a test.

Physical Health and Education

I demonstrate I have academic integrity by:
- Contribute equally when working within a group/team and present learning in a group.
- Acknowledging sources of information in presentations

Science

I demonstrate I have academic integrity by:
- Paraphrasing or quoting the scientists and researchers who have helped in developing my theory.
- Backing up any scientific claims with a source.
- Using the scientific method to add to the body of scientific knowledge.
- Critically evaluating my sources.
- Reporting experimental and research findings accurately

EXAMINATIONS AT ISNS

When an examination is underway, acts of maladministration can also be committed by school administrators or invigilators.

Examples of this can include:
- Additional time being granted to students without authorization from the IB, College Board, Cambridge, New Brunswick Board of Education, the student support coordinator or the subject teacher responsible for the examination.
- An insufficient number of invigilators
- Poorly trained invigilators
- Failing to monitor student bathroom visits
- Failing to actively monitor the classroom during the exam – staff should not be sitting work during an exam
- Failing to set up exam conditions in the room – no pencil cases, no books, no bags etc.
- Not resetting calculators and/or monitoring approved devices
- Not removing unapproved devices
- Failure to properly secure testing materials in accordance with the test's rules and regulations.
- For final DP exams - allowing the teacher responsible for the subject being examined to enter the examination hall and assist their students.

ACADEMIC INTEGRITY RESPONSIBILITIES

Students are responsible for:

- Having a complete understanding of the ISNS Academic Integrity policy, the AI Policy, Acceptable Use police and the IB0's policies. This is done through various methods in classes and provided to them in the handbook.
- Responding to acts of student academic misconduct and acts of school maladministration by reporting them to their teachers and programme coordinator

- Completing all assignments, tasks, examinations, and quizzes in an honest manner and to the best of their abilities.
- Giving credit to used sources in all work submitted for assessment in written, oral materials and artistic products.
- Citing sources by clarifying which words, ideas, images, and works are from others, including maps, charts, musical compositions, films, computer source codes and any other material.
- Giving credit for copied, adapted, paraphrased and translated materials from others.
- Making sure that information used is acknowledged in the body of the text and is fully listed in the bibliography using the referencing style agreed with the teacher.
- Abstaining from receiving non-permitted assistance in completing or editing work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file-sharing websites.
- Abstaining from giving undue assistance to peers in the completion of their work.
- Showing responsible use of the internet and associated social media platforms.
- Following ISNS guidelines on acceptable use of translation applications

Teachers are responsible for:

- Having a complete understanding of the ISNS Academic Integrity policy, the AI Policy, Acceptable Use police and the IB0's policies and introducing these policies to students in the first term of each academic year clearly informing them about how academic misconduct will be investigated and how subsequent actions will be taken.
- Being proactive in preventing misconduct by modeling effective citations and referencing and providing examples of academic misconduct in their respective disciplines.
- Planning a manageable workload so students can allocate time effectively to produce work according to IB's expectations.
- Giving feedback and ensuring students are not provided with excessive templating or multiple rounds of editing would be contrary to instructions described in the relevant subject guides.
- Ensuring that all student work is appropriately labelled and saved to avoid any error when submitting assessment to the IBO
- Developing a plan to cross-reference work across multiple groups of students when preparing to submit final pieces of work for assessment to prevent collusion.
- Carrying out the appropriate disciplinary procedures if any violation of the Academic Integrity Policy occurs, tracking incidents of academic misconduct using ManageBac behaviour notes and reporting any incident of academic misconduct and subsequent sanctions to parents.
- Inform MS and HS students about the use of turnitin.com.
- Providing guided instruction for the acceptable use of AI in tasks and assessment per the AI Policy

Parents are responsible for:

- Collaborating with the administrative and teaching team in the promotion of academic integrity.
- Having a complete understanding of the ISNS Academic Integrity policy, the AI Policy, Acceptable Use police and the IB0's policies

- Understand IBO policies, procedures, and subject guidelines in completing coursework or examination papers by their children.
- Support their children's understanding of IB policies, procedures and subject guidelines.
- Understand school internal policies and procedures that safeguard the authenticity of their children's work.
- Support their children in planning a manageable workload.
- Understand what constitutes student academic misconduct and its consequences.
- Understand what constitutes school maladministration and its consequences.
- Report any potential cases of student misconduct or school maladministration to the school's directorate and/or the IBO.
- Submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children
- Abstain from giving or obtaining assistance in the completion of work to their children

Librarian Teachers are responsible for:

- Preparing and teaching age-appropriate Library lessons to teach students the meaning and importance of Academic Integrity.
- Organizing and sharing resources for students and teachers using various methods (digital curation, lessons, presentations, activities).
- Ensuring the Library web page is updated with the most current information for the wider ISNS community, including access to the school's subscriptions and library accounts for various resources and databases.
- Ensuring the Link of Links leads to the library webpage and indicates Academic Integrity practices are available there.
- Collaborating with teachers as needed to introduce, supplement, extend or practice academic integrity elements used in their classes.
- Creating library displays to support academic integrity and showcasing student work that demonstrates understanding of academic integrity.
- Being familiar with current topics in library-related academic honesty.
- Ensuring there is MLA citation communication at one all-staff yearly meeting, inform and validate that training is occurring in classrooms, and remind and offer Librarians a secondary resource.

Technology Integration Team is responsible for:

- Preparing and teaching age-appropriate Information and Communications Technology (ICT) lessons to teach students the fundamental concepts that include Digital Citizenship.
- Empowering students to leverage their digital tools responsibly and ensure alignment with the library's directives of Academic Integrity.
- Reinforcing the sites introduced by the library teachers and expanding on key concept of trusted sources and sites.
- Upholds and reviews ISNS AI Policy in collaboration with various stakeholders when planning with teachers and teaching students

Program Coordinators are responsible for:

- Organizing meetings with teachers, students and their parents or legal guardians to explain the academic integrity policy and respond to any questions that may arise.
- Taking responsibility for ensuring that class schedules and calendars are appropriate, allowing students to realistically meet the demands of the programme and course of studies
- Ensuring that all regulations, policies and subject guides are easily found electronically in the school's web portal.

INVESTIGATING ACADEMIC MISCONDUCT

Guidelines for Handling Instances of Academic Misconduct - Middle Years Programme

All MYP teachers accept responsibility for teaching and promoting academic integrity in their subject area including teaching MLA citations and correct formatting.

Guidelines for Handling Instances of Academic Misconduct – Grades 6-8 Middle Years Programme

- All teachers must include a Statement of Academic Integrity on their summative task sheets. The statement must include the reference requirements (paraphrasing, quoting, Works Cited), a statement about the use of AI, and that the student is beholden to the ISNS Academic Integrity Policy.
- When a teacher suspects academic misconduct, they will immediately contact the MS MYPC to investigate.
- MYPC will determine if there has been misconduct, and whether or not it classifies as intentional or unintentional.
- The MYPC will also check the records to see if the student has a history of academic misconduct to determine the next steps.

Unintentional Academic Misconduct
- Unintentional Academic Misconduct may include missing a Works Cited or a mistake in paraphrasing or quoting.
- In Middle School, if the teacher requires a Works Cited, paraphrasing, or quoting, they must explicitly cover it in class and write it in the Academic Integrity statement on the task sheet. In Grade 6 and 7, it is strongly suggested that the explicit teaching of paraphrasing and quoting be a lesson in the form of practice rather than lecture.
- Unintentional academic misconduct will be tracked cumulatively, not subject by subject.

Early occurrence in any subject

If a student commits academic misconduct (as taught by and required in writing by the teacher) the following will apply:

- The teacher and MYPC will discuss how the student will amend academic misconduct. This may take the form of fixing the original work or completing a new task.
- The teacher and MYPC will decide a date by which the student will need to fix their work, so it is no longer classified as academic misconduct.
- The student will be assigned to the next available academic Integrity workshop with the MS MYPC to receive support.
- The student will be given the opportunity to rework their assessment or complete a new one so there is no longer academic misconduct.
- The student will submit the edited or new work to the teacher by an established deadline. (The deadline should be after the Academic Integrity remediation with the MYPC.)
- If nothing is submitted, the student will receive a grade of 0 for the related criteria.
- The incident will be documented by the MYPC in ManageBac (visible to parents). The incident will be recorded in full and cover the discovery of the misconduct all the way through to the new grade given.
- The coordinator reserves the right to determine the number of occurances that determine moving to an offense.
- MB: Academic Misconduct – Teachable moment- meeting and remediation with MYPC

Continuation of Occurrences

If a student commits Academic Misconduct (as taught by and required in writing by the teacher) the following will apply:

- The teacher and MYPC will discuss how the student will amend the Academic Misconduct. This may take the form of fixing the original work or completing a new task.
- The teacher and MYPC will decide a date by which the student will need to fix their work, so it is no longer classified as Academic Misconduct.
- The student will be assigned to the next available Academic Integrity workshop with the MS MYPC to receive support.
- The student will be given the opportunity to rework their assessment or complete a new one so there is no longer Academic Misconduct.
- The student will submit the edited or new work to the teacher by an established deadline. (The deadline should be after the Academic Integrity remediation with the MYPC.)
- If nothing is submitted, the student will receive a grade of 0 for the related criteria.
- The incident will be documented by the MYPC in ManageBac (visible to parents). The incident will be recorded in full and cover the discovery of the misconduct all the way through to the new grade given.
- The coordinator reserves the right to determine the number of occurrences that determine moving to an offense classified as intentional.
- MB: Academic Misconduct – First offense-meeting and remediation with MYPC

<u>Intentional Incidents (Blatant Academic Misconduct)</u>

Intentional Academic Misconduct will be tracked cumulatively, not subject by subject.

Examples of Intentional Academic Misconduct:

- Use of AI to write an assignment-any instance in which a student uses AI to write any part of an assessment will result in a Grade of 0, and parents contacted.
- Unauthorized Translation- submitted work must be written in the language it has been assigned. For example, it is not permissible to write an assessment in another language and translate it to English. Students cannot write a Mandarin or French assessment in another language and translate it into Mandarin or French. Any instances of unauthorized translation will result in an automatic grade of 0 and parents contacted.
- Collusion – any instances of intentional collusion will result in an automatic grade of 0 for both students involved, and parents contacted.
- Cheating – any instances of cheating during an assessment will result in an automatic grade of 0 and parents contacted.
- Plagiarism – any instances of blatant plagiarism (not a mistake in citing) a "copy and paste" or modifications of someone or something else's work (classmate, AI, or otherwise). Any instances of blatant plagiarism will result in an automatic grade of 0 and parents contacted.
- Unauthorized extra time. Student work that is classified as SA1 (Summative Assessment 1 – in class work) must be done in class under the supervision of the teacher. Any instances of taking extra time on a SA1 without permission will result in an automatic grade of 0 and parents contacted.
- Unauthorized student work location. Student work that is classified as SA1 (Summative Assessment 1 – in class work) must be done in class under the supervision of the teacher. Any instances of this type of student behaviour without permission will result in an automatic grade of 0 and parents contacted.

First Offense

If a student commits Academic Misconduct (as taught by and required in writing by the teacher) the following will apply:
- The teacher and MYPC will discuss how the student will amend the Academic Misconduct. This may take the form of fixing the original work or completing a new task.
- The teacher and MYPC will decide a date by which the student will need to fix their work, so it is no longer classified as Academic Misconduct.
- The student will be assigned to the next available Academic Integrity workshop with the MS MYPC to receive support.
- The student will be given the opportunity to rework their assessment or complete a new one so there is no longer Academic Misconduct.
- The student will submit the edited or new work to the teacher by an established deadline. (The deadline should be after the Academic Integrity remediation with the MYPC.)
- If nothing is submitted, the student will receive a grade of 0 for the assessed criteria.
- The incident will be documented by the teacher in ManageBac (visible to parents). The incident will be recorded in full and cover the discovery of the misconduct all the way through to the new grade given.

- MB: Academic Misconduct – FIRST OFFENSE-meeting with MYPC (Remediation) -AO Calls Home, Receives a Zero on all assessed Criteria

Second Offense

If a student commits Academic Misconduct (as taught by and required in writing by the teacher) the following will apply:
- The teacher and MYPC will review the assessment to see which Criteria the misconduct has affected.
- The student will receive a grade of 0 for the assessed criteria.
- The incident will be documented by the teacher in ManageBac (visible to parents). The incident will be recorded in full and cover the discovery of the misconduct all the way through to the new grade given.
- MB: Academic Misconduct – SECOND OFFENSE-meeting with MYPC, Principal, and Parent, Receives a Zero on all assessed Criteria

Third Offense

If a student commits Academic Misconduct (as taught by and required in writing by the teacher) the following will apply:
- The teacher and MYPC will review the assessment to see which Criteria the misconduct has affected.
- The student will receive a grade of 0 for all criteria on assessment.
- The incident will be documented by the teacher in ManageBac (visible to parents). The incident will be recorded in full and cover the discovery of the misconduct all the way through to the new grade given.
- MB: Academic Misconduct – THIRD OFFENSE-meeting with MYPC, Principal, and Parent, Principal creates academic contract, Receives a Zero on all assessed Criteria

Guidelines for Handling Instances of Academic Misconduct – Grade 9 and 10 Middle Years Programme

All High School teachers accept responsibility for teaching and promoting academic integrity in their subject area including teaching MLA citations and correct formatting. Any minor forms of academic misconduct like incorrect citation or MLA format, will be treated as a teachable moment and deemed a learning experience at the teacher's discretion. The following procedures will apply.

For more serious and intentional forms of academic misconduct like plagiarism (which includes the use of AI without citations), in appropriate use of AI that breaches conditions of the task which includes the use of AI without citation, lack of works cited page, or cheating, the issue will be appropriately documented in ManageBac as well as parents contacted.

The following procedures will apply to academic misconduct in Grade 9 and 10:
Unintentional misconduct

If a teacher suspects unintentional academic misconduct (missing a list of references), and the student has no prior record of academic dishonesty, it can be considered a teachable moment.

- The MYPC will log the incident on ManageBac (visible to parents and notify by email).
- Any additional instances of unintentional misconduct will be dealt with as offences and detailed below.

All intentional misconduct and additional instances of unintentional misconduct

First offense
- If a teacher suspects academic misconduct, they and the MYPC work to investigate the extent of the issue.
- If the situation is clear at the point of interviewing the student, they can give the consequence then.
- If it is necessary for them to privately meet to determine whether misconduct occurred, they will make their determination and then meet again with the student and give the consequences. This meeting should involve a verbal reflection of what the student could have done differently.
- The student will receive a grade of zero for the related criteria and will be given a detention where they will reflect on their actions.
- The MYPC will document the incident in ManageBac (visible to parents) and ensure parents are informed separately by email. The MYPC should ask AO to call home and inform parents verbally.

Second offense
- If a teacher suspects academic misconduct, they and the MYPC work to investigate the extent of the issue.
- If the situation is clear at the point of interviewing the student, they can give the consequence then.
- If it is necessary for them to privately meet to determine whether misconduct occurred, they will include the principal in making their determination. The teacher, MYPC and Principal will meet with the student and give the consequences.
- If intentional misconduct, the student will receive a grade of zero for the whole piece of work (all criteria being assessed) and will be given a detention where they will reflect on their actions.
- The MYPC will document the incident in ManageBac (visible to parents) and ensure parents are informed separately by email. The MYPC should ask AO to call home and inform parents verbally.

Based on the panel's findings, the student may be placed on an academic contract (developed by the principal) which could result in the student's removal from ISNS, or the student being uninvited back the following year if there are further offenses. The Principal and MYP Coordinator will meet with the parents and student to discuss the panel's findings. The Principal will document the meeting in ManageBac and include a copy of the signed academic contract.

Third offense

- If a teacher suspects academic misconduct, they, the MYPC and the Principal work to investigate the extent of the issue.
- If the situation is clear at the point of interviewing the student, they can give the consequence then.
- If it is necessary for them to privately meet to determine whether misconduct occurred, they will make their determination and then meet again with the student and give the consequences.
- If intentional misconduct, the student will receive a grade of zero for the whole piece of work (all criteria being assessed) and will be given a detention where they will reflect on their actions.
- The Principal and MYPC will meet with the student and their family in person to discuss the incident and the decision.
- The principal will document the incident and parent meeting in ManageBac (visible to parents).

Based on the panel's findings, the student may be dismissed from the school, or the student may not be invited back the following year, might not be eligible for enrolment in the full DP.

Guidelines for Handling Instances of Academic Misconduct in the Grade 11 and 12

*** Please note that the following guidelines will be used on a case-by-case basis. The sanctions for each incident will reflect the severity of the academic misconduct. ***

In any case of academic misconduct in Grade 11 and 12, the coordinator, course teacher, principal, and parents must be informed of the incident, and a note must be placed in the student's profile in the behavior notes section of ManageBac. Should Universities inquire about any student's previous issues with academic misconduct, ISNS will be truthful in its response.

Please note that ISNS cannot submit work to the IB that they suspect the involvement of academic misconduct.

Grade 11 and 12 In-Class Formative and Summative Assessments /New Brunswick Assessment

First offense
- If a teacher suspects academic misconduct, they and the Grade 11/12 Coordinator work to investigate the extent of the issue.
- If the situation is clear at the point of interviewing the student, they can give the consequence then.
- If it is necessary for them to privately meet to determine whether misconduct occurred, they will make their determination and then meet again with the student and give the consequences. This meeting should involve a verbal reflection of what the student could have done differently.

- The student will receive a grade of zero for the related sections and will be given a detention where they will reflect on their actions.
- The coordinator will document the incident in ManageBac (visible to parents) and ensure parents are informed separately by email. The coordinator should ask AO to call home and inform parents verbally.

Second offense
- If a teacher suspects academic misconduct, they and the Grade 11/12 Coordinator work to investigate the extent of the issue. The onus is on the student to prove that the work is their own.
- If the situation is clear at the point of interviewing the student, they can give the consequence then.
- If it is necessary for them to privately meet to determine whether misconduct occurred, they will include the principal in making their determination.
  - If unintentional misconduct, the student will receive a grade of zero for the whole piece of work (all criteria being assessed) and will be given a detention where they will reflect on their actions.
  - If intentional misconduct, the student will receive a grade of zero for the whole piece of work (all criteria being assessed and may be placed on an academic contract (developed by the principal) which could result in the student's removal from ISNS, or the student being uninvited back the following year, or removal from the DP programme if there are further offenses.
- The coordinator will document the incident in ManageBac (visible to parents) and ensure parents are informed separately by email inviting them to come and discuss the academic contract.
- The Principal and the Grade 11 and 12 Coordinator will meet with the parents and student to discuss the panel's findings through the academic contract. The principal will document this meeting in ManageBac and include a copy of the signed academic contract.

Third offense
  - If a teacher suspects academic misconduct, they, the Grade 11/12 Coordinator, and the principal work to investigate the extent of the issue. The onus is on the student to prove that the work is their own.
  - If the student was not already on an academic contract because the second offence was deemed as unintentional, the student will receive a grade of zero for the whole piece of work (all criteria being assessed) and will be placed on an academic contract (developed by the principal) which could result in the student's removal from ISNS, or the student being uninvited back the following year, or removal from the DP programme if there are further offenses.
  - If the student was already on an academic contract, they will receive a zero for the whole piece of work and be required to have the contract reviewed by the principal and head of school who will decide about the student's continuing enrolment at school.
- The coordinator will document the incident in ManageBac (visible to parents).
- The Principal and the Head of School will meet with the parents and student to discuss the panel's findings and the academic contract. The principal will document this meeting in ManageBac.

Official IBO DP Internal and External Assessments

First offense on a first draft:

For minor issues of academic misconduct (ex. partial/or incomplete citation or reference), the teacher would inform the coordinator and they would:

- View the situation as a chance to reiterate the importance of time management skills, review citation and referencing guidelines, and reiterate the consequences for another infraction. The teacher and the coordinator would speak to the student together.
- The coordinator would add a behaviour note on ManageBac (visible to parents). The coordinator should ask AO to call home and inform parents verbally.

If a teacher suspects a serious issue of academic misconduct (ex. plagiarizing an entire section of their work) on the first draft:

- The teacher would inform the coordinator and together investigate the extent of the issue. The onus is on the student to prove that the work is their own.
- The coordinator would add a behaviour note to ManageBac (visible to parents) and email them separately with details about the issues in the work. The coordinator should ask AO to call home and inform parents verbally to ensure they get the information.
- The coordinator would assign the student to detention (during and after school) to redo the work until the assessment is their own work, properly cited and referenced. They need to work to follow up with the teacher and student until the work is fixed up to a standard that is ok to submit to the IB.
- For such an offense, the student would not be removed from the Diploma Programme
- The Coordinator and the Principal will meet with the student to discuss the repercussion of a subsequent instance of Academic Misconduct would mean for the student.

Second offense on a first draft (student not already on academic contract)

If a teacher suspects a serious issue of academic misconduct (ex. plagiarizing an entire section of their work) on the first draft but the student already has one offence:

- The teacher would inform the coordinator and principal and together investigate the extent of the issue. The onus is on the student to prove that the work is their own.
- The coordinator would add a behaviour note to ManageBac about the incident (visible to parents) and email then separately with details about the issues in the work. The coordinator should ask AO to call home and inform parents verbally to ensure they get the information.
- Based on the panel's findings, the student may be placed on an academic contract (developed by the principal) which could result in the student's removal from the Diploma Programme and courses, immediate removal from ISNS, or the student being uninvited back the following year, if there are further offenses.
- The principal and the coordinator will meet with the parents and student to go through the academic contract and discuss the panel's findings.
- The principal will document the meeting in ManageBac and include a copy of the signed academic contract.
- The principal will inform HOS.

An offense for someone on an academic contract related to academic honesty:

If a teacher suspects a serious issue of academic misconduct (ex. plagiarizing an entire section of their work) on the first draft but the student already has one offence:

- The teacher would inform the coordinator and principal. The principal will inform the HOS and together investigate the extent of the issue. The onus is on the student to prove that the work is their own.
- The principal would add a behaviour note to ManageBac about the incident (visible to parents) and email then separately with details about the issues in the work. The principal should ask AO to call home and inform parents verbally to ensure they get the information.
- Based on the panel's findings and in accordance with the student's academic contract, the student could be removed from the Full DP, removed from all IB courses or not invited back the following year. This decision will be made by the HOS in consultation with the principal and coordinator.
- The HOS, principal and coordinator will meet with the parents and student to go through the academic contract and discuss the panel's findings.
- The principal will document the meeting in ManageBac and include a copy of the signed academic contract.

Final submission of Internal and External Assessments:

All submissions are final, and there are no amendments allowed after a final copy is submitted. This rule is in line with the ISNS Late Submission Policy and follows IB regulations for submission of work. Students all sign a declaration of authenticity that states their work is authentic and that they consent to sending it to the IB Organization for marking. Should academic misconduct be discovered after these steps, the school will not send the work to the IB organization as we are required to award the piece of work an 'F' or mark it as a non-submission in the case of the Extended Essay or Theory of Knowledge Essay. See: 'Procedures for dealing with policy breaches by students- cases identified by the school.' IB Academic Integrity policy pg. 24. The student will be removed from the Diploma Programme, will become a Diploma Courses Candidate, and will be invited to re-sit the course in the next IB Examination period (November or May) should they want to complete the full Diploma Programme.

International School of Nanshan Shenzhen

ADDENDEM 1: MLA FORMATTING AND SCAFFOLDING:

Formatting

- You must use Times New Roman Font, size 12.
- Your whole paper must be double spaced.
- You must write in the *3rd* person style of writing. That means no I's, we's, or you's.
- There is NO cover or title page.
- You must *indent* 1 inch from the left, right, top, and bottom margins.
- For each new paragraph, you must indent an extra 1/2 an inch.
- Your last name and the page number must be in the upper right hand corner. It must be 1/2 inch from the top border.
- Your full name goes on the left.
- One space below that is your teachers' name.
- One space below that is the class name.
- One space below that is the date that it is handed in.
- One space below that, and centered, is the title of your essay.
- The Works Cited page has been placed on the separate page from the essay

Scaffolding

Please note that the levels we are presenting for each grade level is only the minimum expectation. If you have an advanced student and you want to challenge them, please feel free to get them to incorporate more MLA into their work. Teachers should refer to the list of resources in addendum 3, to address specific types of resources (e.g. books, journals, images, interviews, etc.).

Grade 4
- Copy book title or url and have it be on the last slide of a presentation or last page of an essay.
- Have the words "Works Cited" centered and written at the top of the page.

Grade 5
- All of what was learned in Grade 4 and:
- Works Cited:
- All resources must be listed in alphabetical order.
- MLA Formatting:
- Students should be using Times New Roman font size 12 for their essays.

Grade 6
- All of what was learned in Grade 5 and:
- Works Cited
- Author, Title, Type (book, newspaper, article, etc.)
- MLA formatting
- No cover page, followed by name, teachers name, subject, date, and title in appropriate order

Grade 7

- All of what was learned in Grade 6 and:
- Works Cited
- Students must indicate after their citation where in the essay this information was used.
- MLA Formatting
- All MLA formatting

Grade 8
- All of what was learned in Grade 7 and:
- In-Text Citation
- A number in the text that corresponds with the appropriate information in the Works Cited.
- Works Cited
- Proper works cited page

Grade 9 -12
- All of what was learned in Grade 8 and:
- In-text citations
- Proper MLA citations
- Works Cited
- Proper MLA works cited
- MLA Formatting
- Proper MLA formatting

This policy will be reviewed bi-annually by the Middle and High School Leadership Teams, with input from teaching leads and other staff, beginning in October 2016. Revised August 2018, January 2020, April 2021, November 2022 and January 2023, March 2024.

Students will be asked to sign a declaration stating that they understand and agree to comply with the ISNS Academic Integrity Policy.