



# **Academia de Lenguaje y Bellas Artes: Academic Integrity Policy**

## **MISSION**

The mission of ALBA School is founded on the conviction that bilingual students can reach their full potential academically, in English and Spanish, when challenged through a rigorous curriculum that develops critical thinking, problem solving, and creativity through the integration of the fine arts. Our students will develop self-confidence and self-worth as their Hispanic cultural identity is both recognized and valued through the curriculum as they prepare to be internationally minded life-long learners. Parents are vital partners in this mission.

## **AIM**

ALBA School is a bilingual K-8-school for students whose first language is Spanish. ALBA School students will find their cross-cultural identity through the instruction in the native language-Spanish, acquisition of English language proficiency with an arts focus that draws on traditional art forms. The ALBA School learning environment helps to foster Hispanic cultural identity and appreciation through strong parental support and community involvement, while preparing students to be bilingual and bicultural learners in a global society. (Jim Cummins 2000) ALBA School students learn in a respectful, nurturing, and encouraging environment where parents, teachers and community members work in close harmony towards clearly stated goals and objectives.

## **PURPOSE**

ALBA School recognizes that students come from a variety of diverse cultures and backgrounds with a wide range of academic, physical, social and behavioral needs. ALBA is committed to serving all students including those with the need for specialized education services. This may include students with disabilities. All community members of ALBA School must understand their shared responsibility in upholding academic honesty and must openly discuss this topic and share “good practice”.

IB learners and educators at ALBA school strive to be “*principled*.”

*We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.*

ALBA upholds principles of academic integrity, which are seen as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment.

## PROMOTING ACADEMIC INTEGRITY

A lack of academic integrity undermines the philosophy of any educational programme. Since the intellectual property borders have blurred over time, students may not be clear about who owns the information available on the internet. At ALBA, we encourage all students to demonstrate principles of Academic Honesty as an essential part of their involvement in the Primary Years and Middle Years Programme. We encourage our students to use their learner profile attributes as they develop into:

- Knowledgeable Inquirers who explore concepts, develop inquiry skills and conduct responsible research
- Principled Risk Takers who act with integrity and honesty as they articulate and defend their beliefs
- Open-minded Thinkers who consider different points of view as they analyze problems and act to solve them.
- Reflective Communicators who consider the impact of their words and actions.
- Caring, Balanced individuals who through their work, will make our world a better place.

## OUR RESPONSIBILITY

At ALBA, we will set clear expectations for assignments and provide guidance to students on how to correctly cite the sources they have consulted. Teachers will facilitate discussions surrounding the benefits of submitting assignments that are correctly referenced and devote time to teaching and practicing these skills in order to make them “second nature”. We will serve as a role model to make sure that all shared materials (handouts, presentations etc.) are correctly referenced. Assignments will be designed so that they do not lend themselves to academic misconduct. In turn, students will develop an understanding about what constitutes academic misconduct, as they learn how to conduct research, how to acknowledge sources, and act in a responsible and ethical manner throughout their participation in the IB programme.

## **WHY WE CITE**

- To show respect for the work of others.
- To allow the reader to follow up on references.
- To help a reader distinguish between the work of the creator and the work of others.
- To allow the reader to check the validity of the creator's interpretation.
- To receive proper credit for the research process.
- To establish credibility and authority of own knowledge and ideas.

## **WHAT TO CITE**

Creators are expected to acknowledge any source of materials or ideas which are not their own and have been used in any way such as a quotation, paraphrase, or summary. Written or electronic source materials may include:

- Visual
- Audio
- Graphic
- Lectures
- Interviews
- Broadcasts
- Maps

## **WHEN TO CITE**

- Citation is expected in the body of the creator's work where the external source has been used.
- The reader must be able to clearly distinguish between the words/work of the creator and the words/work of others.
- Including the reference **ONLY** in the bibliography is not enough.

# **MALPRACTICE VS. ACADEMIC MISCONDUCT**

## **MALPRACTICE**

Behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

## **ACADEMIC MISCONDUCT**

Behavior (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

## **PLAGIARISM**

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.

## **OTHER ACADEMIC HONESTY VIOLATIONS**

- Collusion
- Taking unauthorized material into an examination room
- Stealing examination materials
- Disruptive behavior during examination
- Disclosure of information about the content of an examination paper within 24 hours after a written examination
- Cheating on assessments

## **CONSEQUENCES**

Consequences for not following the academic honesty policy may include the following: completing a behavior reflection, being placed on behavioral contracts, redoing the assignment or test with a notation in the gradebook, and/or being placed on improvement plans.

## **OUR REVIEW CYCLE**

As a school community, the ALBA staff, administration and Governance Board has been involved in the development of the Language Policy. This policy will be reviewed and revised biannually.