



The International School of Podgorica - United Kids International Montenegro ACADEMIC INTEGRITY POLICY

Our school is committed to developing students of character who demonstrate civic, social and personal responsibility. The characteristics we value and expect from students include effort, honesty, respect, responsibility, perseverance and self-discipline. As such, academic integrity is an obligation for all students.

Violations and Definitions

Any of the following are acts of academic dishonesty and therefore violations of the Academic Integrity Policy. Students caught in the act of academic dishonesty before the act has been completed are also in violation of this policy.

- A. **Cheating** is any activity in which a student deliberately misrepresented their actual academic achievement. Examples include but are not limited to: changing a grade on a paper; correcting a classmate's work; using cheat sheets; using cell phones or other electronic devices on tests or assignments; writing answers on skin or clothing; stealing an exam or providing information about an exam before other students have taken it.
- B. **Plagiarism** is a form of academic dishonesty where a student intentionally takes and/or uses as their own work another's published or unpublished thoughts, ideas, or writings. Verbatim repetition or paraphrasing without acknowledgement of another person's writing, work, or research is also plagiarism. Examples include but are not limited to: copying; cutting and pasting online sources; using references without quoting a source; submitting another student's work as their own. Software and applications that generate pieces of work from topics are considered violations of academic integrity.
Self Plagiarism is the act when a student submits an identical assignment he or she had previously produced for either the same class or a different class.
- C. **Misrepresentation** includes any fabrication or false presentation of data, quotations, sources, or other information. Examples include but are not limited to: making up information on an assignment to prove their ideas; lying about others or oneself in an assignment.
- D. **Aiding or Abetting** includes helping another student to cheat, plagiarize, misrepresent or otherwise engage in academic dishonesty.
- E. **Falsifying** includes creating, altering or reporting information that is not authorized such as creating data or information that should have been collected during an experiment or researched source.
- F. **Asking, Persuading, or Coercing** another student to engage in any of the behaviors listed above is a violation of this policy.

Procedures

If a teacher perceives a violation of the Academic Integrity Policy, the teacher will individually alert the student(s) involved and notify the Department Coordinator, Counsellor or Head of School.

To decide if the case requires follow-up, the Department Coordinator will confer with the student about the circumstances and evidence. Evidence will be collected and documented on the Academic Integrity Violation Report (blue form.)

1. Teacher collects evidence. This includes, but is not limited to:
 - Copy of the resource (site, book, article, etc.)
 - Another student's work that demonstrates the same words.
 - Student's previous work to show abilities or identical produced work

2. Meet with the student and Department Coordinator to show the evidence and ask student questions regarding their admittance to the allegation. Also, take time to explain the seriousness of integrity (trustworthiness).

3. Report and Consequences given to the student during the meeting based on whether or not the student admits to the offense.

<p>Admits Allegation</p>	<p>1st Offense Violation</p> <ul style="list-style-type: none"> - Student signs Academic Integrity Violation Report - Email sent to parents by the Department Coordinator - Student recreates the assignment reducing points by 20%. This means that a perfect score would not exceed 80%. Mistakes and rubric points reduced from that score. - Report stored internally in students file to track possible patterns of behavior 	<p>2nd Offense Violation</p> <ul style="list-style-type: none"> - Student signs Academic Integrity Violation Report - Email sent to parents by the Department Coordinator warning suspension if this offense reoccurs. - Student recreates the assignment reducing top points by 30%. This means that a perfect score would not exceed 70%. Mistakes and rubric points reduced from that score. - Report stored internally in students file to track possible patterns of behavior 	<p>3rd Offense Violation</p> <ul style="list-style-type: none"> - Student signs Academic Integrity Violation Report - Email sent to parents by the Department Coordinator and parents invited to school for a meeting with Department Coordinator and School Counsellor - Student receives a maximum of 50% for perfect assignment and is suspended for 2 days - Report stored in students file and shared with incoming schools along with their report card.
<p>Contests Allegations, but Evidence Proves Allegation</p>	<p>1st Offense Violation</p> <ul style="list-style-type: none"> - Email sent to parents by the Department Coordinator including the evidence - Student receives a maximum of 70% for a perfect assignment - Student will meet with School Counselor for mandatory 2 sessions - Report stored internally in students file to track possible patterns of behavior 	<p>2nd Offense Violation</p> <ul style="list-style-type: none"> - Parents invited to school for a meeting with the Department Coordinator and School Counselor - Student receives a 0% for the assignment - Student receives suspension for 2 days and mandatory 3 meetings with School Counselor upon return. - Report stored in students file and shared with incoming schools along with their report card. 	<p>3rd Offense Violation</p> <ul style="list-style-type: none"> - Parents come to school for a meeting with the Head of School and School Counselor to discuss whether the student will continue to study at UKIM. - Student receives a 0% for the assignment - Report stored in students file and shared with incoming schools along with their report card.