



## John Trotwood Moore Middle School IB World School Academic Integrity Policy

### Philosophy:

JTM, guided by the philosophy of International Baccalaureate (IB), places great value on the ethical qualities of personal integrity and academic honesty. Academic honesty is expected of all members of the school community: students, faculty, administration and parents. This policy adheres to MNPS policy and aligns with the mission and values of IB to promote personal integrity and to support a culture of academic honesty.

### Five Fundamentals of Academic Integrity

At John Trotwood Moore Middle School, academic integrity is grounded in the International Baccalaureate's five fundamental values of **honesty, trust, fairness, respect, and responsibility**. These principles are intentionally embedded in our teaching, learning, assessment, and relationships to create a culture where students are empowered to act ethically and become principled lifelong learners.

- **Honesty:** We encourage students to produce authentic, original work that reflects their own learning. Students are taught to accurately acknowledge the ideas and contributions of others through appropriate citation practices and to use technology and artificial intelligence responsibly and ethically.
- **Trust:** We foster a learning environment built on mutual trust between students, teachers, families, and staff. Clear expectations, consistent communication, and transparent assessment practices allow all members of our community to have confidence in the integrity of the learning process.
- **Fairness:** We ensure that assessment practices are equitable, consistent, and aligned with school, district, and IB expectations. All students are held to the same academic integrity standards while receiving the support and guidance needed to meet those expectations. When concerns arise, procedures are applied fairly and consistently with consideration for each student's learning and development.
- **Respect:** We value intellectual property, diverse perspectives, and the contributions of others. Students demonstrate respect by properly crediting sources, collaborating ethically, engaging in constructive academic discourse, and honoring the work and ideas of classmates, authors, researchers, and creators.
- **Responsibility:** Every member of the school community shares responsibility for promoting academic integrity. Students take ownership of their learning and actions, teachers explicitly teach and model ethical academic practices, families reinforce these expectations at home, and school leaders provide the resources, guidance, and systems necessary to sustain a culture of integrity. Together, we view mistakes as opportunities for learning and growth while maintaining high expectations for ethical behavior.

### MNPS Policy

#### Student Academic Integrity Statement

"At Metro Nashville Public Schools, we hold ourselves to the highest standards of honesty and ethical behavior. As a member of this academic community, I commit to uphold these values in all my educational pursuits.

### My Commitments

- I will be honest in all my academic work and interactions with teachers and peers.

[Last Review September 2026]

- I will respect intellectual property by properly acknowledging and citing the contributions of others. This includes not plagiarizing or misusing digital content.
- I will engage in fair opportunities for all, avoiding any form of cheating during exams or when completing assignments.
- I will take responsibility for my actions and learn from my mistakes. I will report any instances of academic dishonesty I may witness.
- I will demonstrate courage by upholding these principles, even when faced with challenges or peer pressure.
- I will use generative AI tools responsibly and only when directed by my teachers. I will follow all expectations about how AI may be used in my work. I will not submit work generated by AI unless explicitly allowed. I will never claim content generated by AI as my own and will ask for guidance if I am unsure.

### **Together**

I join my peers in fostering an environment of mutual trust and respect, where we all strive to achieve our best through honest and fair efforts.

### **Support**

I know that mistakes can happen and that I might need support understanding expectations or how to properly cite sources. I will seek guidance from my teachers, when necessary, as they are here to help me learn and succeed with integrity.

### **Consequences**

I understand that if I violate these principles of academic integrity, such as through cheating, plagiarism, or other dishonest practices, I will face disciplinary actions. These consequences can range from a warning to redoing the assignment, suspension, or other measures appropriate to the severity of the violation.”

Metropolitan Nashville Public Schools. (n.d.). *Academic integrity statement*. <https://www.mnps.org/students-families/handbook/rights-and-responsibilities/academic-integrity-statement>

| <b>Stakeholder</b> | <b>Rights and Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Student</b>     | Complete and submit authentic, original work. <ul style="list-style-type: none"> <li>• Properly acknowledge and cite all sources using an approved citation style.</li> <li>• Use AI tools, technology, and digital resources ethically and according to school guidelines and instructed by the teacher.</li> <li>• Ask for clarification when unsure about collaboration, citation, or assessment expectations.</li> <li>• Report academic misconduct when appropriate.</li> <li>• Demonstrate the IB Learner Profile attribute of being principled by acting honestly, responsibly, and ethically.</li> </ul> |
| <b>Teacher</b>     | <ul style="list-style-type: none"> <li>• Explicitly teach academic integrity, research skills, citation practices, and ethical use of AI and technology.</li> <li>• Design authentic assessments that encourage student ownership and critical thinking.</li> <li>• Model ethical academic practices.</li> <li>• Monitor student work for authenticity and provide appropriate guidance and feedback.</li> <li>• Address suspected academic misconduct fairly and consistently according to school procedures.</li> </ul>                                                                                        |

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|                                     | <ul style="list-style-type: none"> <li>• Maintain documentation of academic integrity concerns when necessary.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Media Specialist / Librarian</b> | Instructional lesson on reliable sources and citation style (MLA)<br>Instructional lesson on use of IA responsibly                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Families</b>                     | <ul style="list-style-type: none"> <li>• Encourage honest academic behavior at home, encourage use of classroom notes, references, Khan Academy, not the use of AI.</li> <li>• Support students in managing time, organization, and independent learning.</li> <li>• Understand school expectations regarding academic integrity and responsible technology use.</li> <li>• Reinforce the importance of original work and ethical decision-making.</li> <li>• Partner with the school when concerns arise.</li> </ul>                              |
| <b>Administrators</b>               | <ul style="list-style-type: none"> <li>• Promote a school-wide culture of academic integrity.</li> <li>• Ensure the Academic Honesty Policy is implemented consistently across all grade levels and subjects.</li> <li>• Provide professional learning for staff regarding academic integrity and assessment practices.</li> <li>• Support fair, transparent, and equitable procedures when academic misconduct occurs.</li> <li>• Allocate resources to strengthen ethical teaching and learning practices.</li> </ul>                            |
| <b>IB Coordinator</b>               | <ul style="list-style-type: none"> <li>• Ensure the school's Academic Honesty Policy aligns with current IB Programme Standards and Practices.</li> <li>• Provide ongoing training and support for teachers and students.</li> <li>• Monitor compliance with IB assessment regulations.</li> <li>• Communicate updates to IB policies and procedures.</li> <li>• Coordinate investigations related to IB assessments when required.</li> <li>• Serve as the liaison between the school and the IB regarding academic integrity matters.</li> </ul> |

| <b>Academic Honesty Good Practices</b>                                                                                                                                                                                                      |                                                                |
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| <b>Action</b>                                                                                                                                                                                                                               | <b>Learner Profile Focus, ATL(s)</b>                           |
| <ul style="list-style-type: none"> <li>• Produce and take responsibility for individual, original work (unless otherwise instructed)</li> </ul>                                                                                             | Principled, Affective                                          |
| <ul style="list-style-type: none"> <li>• Give credit to other group members through accountable talk and academic citation conventions</li> <li>• Ensure a group-made product explicitly acknowledges each member's contribution</li> </ul> | Communicators, Communication/Organization/Information literacy |
| <ul style="list-style-type: none"> <li>• Cite sources according to agreed-upon, age-appropriate formats</li> </ul>                                                                                                                          | Knowledgeable, Information literacy                            |
| <ul style="list-style-type: none"> <li>• Use information technology and library resources responsibly</li> </ul>                                                                                                                            | Thinkers, Information literacy                                 |

|                                                                                                                                                                                                                                       |                        |
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| <ul style="list-style-type: none"> <li>• Recognize and encourage contributions of others in the group</li> </ul>                                                                                                                      | Open-Minded, Affective |
| <ul style="list-style-type: none"> <li>• Take responsibility for his or her roles/tasks and ensure that other members of the group understand the task and their responsibilities, seeking instructor assistance as needed</li> </ul> | Balanced, Affective    |

### **Potential Academic Misconduct**

- **Plagiarism:** Intentional or unintentional copying of another person's work without permission, unauthorized AI use, fabrication of evidence or data.
- **Cheating:** Using unauthorized materials, information, or aids on an academic assignment
- **Lying:** Falsification or invention of any information or citation, or falsification of identity of a test taker

### **Reporting Academic Dishonesty**

Students and teachers are expected to report suspected academic dishonesty to maintain a principled learning environment. Teachers will notify the student(s) suspected of academic dishonesty and investigate commensurate to the level of suspected academic dishonesty.

### **Student Rights if Accused of Academic Dishonesty**

A student has the right to defend themselves and their actions to their teacher before consequences are enforced.

### **Consequences for Academic Misconduct**

Consequences for academic dishonesty include, but are not limited to, resubmission of original work, loss of privileges, further restriction of assessment environment, in school suspension, and/or reduction of effort grade.

### **Policy review**

The John Trotwood Middle School Academic Integrity Policy is a living document that is reviewed annually to ensure continued alignment with the International Baccalaureate (IB) philosophy, Metropolitan Nashville Public Schools (MNPS) policies, Tennessee Department of Education requirements, and the evolving needs of our school community. The review process is led collaboratively by the IB Coordinator, school leadership, teachers, students, and families to ensure multiple perspectives inform continuous improvement. Any revisions will be communicated to all members of the school community through appropriate school communication channels to ensure transparency and shared understanding of academic integrity expectations.