

Cholla High School

International Baccalaureate Programmes

Academic Honesty Policy

Rationale and Definition of Academic Honesty:

The IB Learner Profile states, “As IB learners, we 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.” It is with this expectation in mind that Cholla’s IB DP/CP Academic Honesty policy was created. Students are expected to submit work that is entirely their own and acknowledge each use of the words or ideas of another person, whether written, oral, or visual. The following policy is designed to hold students to a high expectation of principles in not only their assessments and classwork, but in their day-to-day attitudes and behaviors.

Scope:

The International Baccalaureate Organization requires that all IB schools have an Academic Policy, and this policy is adapted from the IBO’s *Academic Honesty* and *General Regulations* publications. This policy is taught and supported by IB DP/CP teachers, the IB DP /CP coordinator, and Cholla staff. IB DP /CP students and parents are required to sign a statement indicating that they have read, understood, and agreed to abide by this Academic Honesty policy. This policy applies to ALL class assignments, homework assignments, labs, presentations, projects, essays, and any other work undertaken in any IB or non-IB course in which the student is enrolled for the two years they are enrolled in the IB Diploma/Career Related Programme courses. In addition, for some assessments, the student will be required to sign a written declaration regarding the authenticity of his or her work. Assignments and assessments will also be submitted to Turnitin.com to verify authenticity.

Definitions of Academic Malpractice/Dishonesty:

The *IB General Regulations: Diploma Programme* defines malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage. Specific kinds of malpractice include:

- **Plagiarism** – the representation of the ideas or work of another person as your own, including the use of Artificial Intelligence (AI) applications, even if unintentionally.
- **Collusion** – supporting malpractice by another candidate, as in allowing your work to be copied or submitted for assessment by another candidate.
- **Duplication of work** – the presentation of the same work for different assessment components and/or IB diploma requirements.
- **Misconduct** during an examination, including the possession of unauthorized material.
- **Disclosing information** to another candidate, or receiving information from another candidate, about the content of an examination paper within 24 hours after the examination.

Specific examples of actions that fall under one or more of the above kinds of malpractice:

1. Taking unauthorized material (such as a cell phone or written notes) into an examination room
2. Leaving and/or accessing unauthorized material in a restroom that may be visited during an examination.
3. Exchanging information about the content of an examination
4. Copying from others or communicating with others during a test, regardless of the content of the

communication

5. Offering another person's work as one's own
6. Stealing or attempting to steal a test or answer key
7. Passing off as one's own the ideas or words of another
8. Using a source without crediting or fully crediting the source, including pictures, images, graphs, and charts, including the use of artificial intelligence (AI) applications/websites
9. The inappropriate use of a translation website or service (such as Google translate)
10. Helping another student perform any of the above acts.
11. Allowing others to use your work or complete a task or presentation.
12. Falsifying information
13. Forgery of signatures
14. Bribery

For any academic dishonesty violation:

1. The following actions will occur:
 - students will be given a zero on that task in the TUSD gradebook, and will not be given the opportunity to make up that grade,
 - if the infraction occurs on the final draft of an IB Assessment, the Assessment will not be submitted to the IB and the student will no longer be eligible for an IB score in that subject. Students will not be permitted to revise final drafts. If the infraction occurs during an IB May Exam, the IBO's reporting policies will be followed (please see their *General Regulations: Diploma Programme* publication).
 - parents/guardians will be notified by phone or email by the teacher
 - the IB DP/CP Coordinator and IB Assistant Principal will be notified,
 - the infraction will be recorded on the student's permanent TUSD record,
2. An informal hearing with the IB DP/CP Coordinator will take place to discuss the offense and allow the student an opportunity to present his/her side of the story.
3. It is expected that the student will submit a letter of responsibility to the IBDP/CP coordinator:
 - explaining the exact nature of the infraction and what the student will do differently in the future,
 - signed by the student and a parent/guardian,
 - within five school days of the hearing.

Repeated Offenses:

1. The third violation will result in the following:
 - no opportunity to submit assessments for IB credit,
 - removal from all IB courses at the earliest opportunity,
 - student and/or parent may be responsible for reimbursement of all applicable IB testing fees.

IB Teacher and Staff Responsibilities:

Teachers and staff will be responsible throughout the Diploma/Career Programme to instruct students to help them identify and understand what denotes violation of academic honesty by:

1. Providing examples of conventions for citing and acknowledging original authorship and proper citation applications,
2. Clarifying that the use of part of all of any original data, computer programs, photos, diagrams, illustrations, maps, or any other printed materials must be properly cited, and how to do so,
3. Teaching students how to paraphrase and summarize original material in a legitimate way,
4. Clarifying the distinction between legitimate collaboration and unacceptable collusion or plagiarism,

5. Providing assignments that instill a student's ability to think critically and develop individual opinion and in depth understanding of all concepts taught in the classroom,
6. Providing formative assessments to ensure a student's work is authentic,
7. Allowing students to see Originality Reports on turnitin.com, so they can revise assignments before the stated deadlines.

Steps to Avoid Plagiarism:

1. Credit all the sources you use, even if you have paraphrased or summarized.
2. Clearly distinguish between your work and the source being used (using quotation marks, indentation, or a similar method).
3. Use MLA format consistently to indicate sources.
4. Err on the side of safety: it is better to over-cite than risk malpractice.
5. When in doubt, ask for help!

This policy is reviewed annually and updated. A meeting with all IB DP/CP Year 1 students is held in the 1st semester of their programme. This policy is also reviewed during the 1st semester of Year 2, prior to Exam Registration deadlines.

I have read, understood, and agree to abide by the Cholla IB DP/CP Academic Honesty policy. I promise to maintain (or help my student to maintain) a high level of Academic Honesty. I understand that, if I need clarification on what constitutes Academic Honesty; it is my responsibility to contact the IB teacher or IBDP/CP Coordinator.

Student Printed Name

Student Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date