



Thomas Jefferson High School

International Baccalaureate World High School

Academic Honesty Policy



Learner Profile traits of being principled, reflective students. This applies to all academic areas including daily work, collaboration, assessment, personal interactions, and ethical behavior. It is important for our students to learn what it means to be principled in their academic work and, therefore, prepare them for success in their future careers. This Honor Code includes all classes and activities associated with Jefferson High School.

Defining Academic Dishonesty:

Within the San Antonio ISD (SAISD) Student Code of Conduct, cheating and plagiarism is considered a Level 1 Serious Offense that will be assessed disciplinary penalties commensurate with the offense (p. 2, 21.AA). Students caught in acts of academic dishonesty (i.e., cheating or plagiarism) are subject to discipline as well.

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own and not crediting the original author. Plagiarism equally applies to work other than written text (i.e. art, music, data, etc.) Examples include:

- Presenting the ideas or work of another person as your own
- Copying information from a book or a website, or other source without quotations and documentation
- Failure to document sources of work

Collusion is defined as the practice of giving or receiving unauthorized aid on submitted work. Examples include:

- Sharing or gathering information or questions from a test (assessment)
- Allowing work to be copied or submitted by another student

Task specific examples of academic dishonesty include:

- **Tests**- distributing or obtaining test questions or answers in advance of the test, sharing full or partial answers through written or oral communication during exam, or use of unauthorized materials or electronics.
- **Collaborative assignments**- failure to adhere to teacher guidelines/ class policy regarding collaborative roles and responsibilities.
- **Problem Sets**- complete or partial copying of another student's work, use of solution-generating websites or applications
- **Individual projects**- submitting work fully or completely written or created by someone other than the student; use of another student's ideas as a component of submitted work, whether or not permission has been granted for use.

Consequences of Academic Dishonesty:

In accordance with SAISD guidelines, academic dishonesty is a Level I Serious Offense that will be assessed disciplinary penalties commensurate with the offense (p. 2, 21.AA) by the supervising teacher and campus administration.

Recognizing: The due process rights of students the following procedures will be followed. When a student is suspected of violating the academic honesty policy, the teacher will gather and document the evidence. The student will be notified that an issue of malpractice and/or collusion is being investigated, share the specifics, and request that the student gather and present their explanation/defense. A conference with the student will be held. Students may request at this time that their parent and the IB Associate Principal be present at the meeting. If not resolved, the student and teacher will also conference with the IB AP or Head of School. The IB AP will notify the parents that an investigation is taking place. Once the investigation is complete, parents will be informed of the outcome.

List & Definition of penalties:

1st Offense: Student will receive a ZERO for any original piece of work that is deemed to be academically dishonest and redo an alternate assignment (during tutorials) if it is a learning experience. The teacher and Head of the IB program will counsel the student on the academic honesty policy and notify the student's parent or guardian regarding the incident. It will be up to the teacher's discretion with the approval of the Head of the IB program as to the grade received on alternate assignment that reflects student's learning.

2nd Offense: In the event there is a second occurrence of Academic Dishonesty, a grade of ZERO will be given and redo of an alternate assignment (during tutorials) if it is a learning experience. In addition, a conference will be held with the student, a parent or guardian, the classroom teacher, and a school administrator. Further instances of Academic Dishonesty may jeopardize the student's inclusion in any future aspects of the DP program and/or result in the removal from the magnet MYP program, if applicable.

3rd Offense: In addition to a grade of ZERO given for original piece of work, NO REDO assignments will be given.

NOTE: Student will receive a " no grade" or "0" for averaging purposes if they violate the academic honesty policy on any summative assessment

DO:

Acknowledge help from parents, older students and friends
Acknowledge the source of direct quotations
Acknowledge information taken from books, and the Internet
Knows what constitutes cheating and abides by the rules
Follow all exam rules.



Do NOT:

Use notes during a test unless allowed by a teacher
Copy from another student during a test
Copy from the homework of another student
Hand in work as his/her own that has been copied (internet, book, etc.)
Copy assignments for another student
Give another student his/her own work to copy.
Use cell phones inappropriately to cheat on tests or assignment