



Thomas Jefferson High School

International Baccalaureate World High School



# Academic Integrity Policy

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. Learner Profile traits of being principled, reflective students are explicitly taught. This applies to all academic areas including daily work, collaboration, assessment, personal interactions, and ethical behavior. This Honor Code includes all classes and activities associated with Thomas Jefferson IB World High School.

## What is considered Academic Dishonesty?

While we do understand that the given conditions of academic dishonesty may not always be deliberate, we also want our community to be aware and conscious of what constitutes 'dishonesty' in their academic life and the kind of consequences it entails.

Although the following list is not exhaustive, academic dishonesty can, in general, take several forms:

1. **Plagiarism:** taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.
2. **Copying:** taking the work of another student, with or without his or her knowledge and submitting it as one's own.
3. **Exam cheating:** communicating with another candidate in an examination, bringing unauthorized material into an examination room, or consulting such material during an examination in order to gain an unfair advantage. 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.
4. **Duplication:** submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.
5. **Falsifying data:** creating or altering data to one's advantage which has not been collected in an appropriate way.
6. **Collusion:** External/ internal help that can lead a student to be academically dishonest. This could be an external aid, a friend, a parent or a teacher.

**Task specific examples of academic dishonesty include:**

- **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.

**Examples of Cheating**

<p><b>Copying:</b></p> <ul style="list-style-type: none"><li>• turning in work that you say is your own but really isn't</li><li>• cutting and pasting from websites without citation</li><li>• copying directly from a book without citation</li><li>• using images, art, drawings, or photos without citation</li><li>• asking someone to rewrite or re-do your work for you</li><li>• copying another student's work</li></ul> <p><b>Using unauthorized materials:</b></p> <ul style="list-style-type: none"><li>• using any device (such as a cellphone or calculator) or item (such as notes) during an assignment or test that a teacher told you not to use</li><li>• using the Internet in a way that is not allowed</li><li>• looking at unauthorized or prohibited websites</li><li>• using an Internet translator (such as Google Translate) to complete language assignments</li></ul>	<p><b>Helping other students cheat:</b></p> <ul style="list-style-type: none"><li>• allowing another student to copy your work</li><li>• sharing information about a test with a student who hasn't taken it yet</li><li>• helping a student with an assignment in a way that is not authorized</li><li>• not telling a teacher when you know another student is cheating</li></ul> <p><b>Stealing and interfering:</b></p> <ul style="list-style-type: none"><li>• stealing or selling tests or exams</li><li>• altering a teacher's grade records or class notes</li><li>• destroying evidence of cheating</li><li>• falsely accusing another student of cheating</li></ul> <p><b>Lying:</b></p> <ul style="list-style-type: none"><li>• not telling the truth when a teacher asks you about your or another student's work</li><li>• making up sources, data, or other information</li></ul>
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**Recognizing Academic Dishonesty:**

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.

## **Link between Academic Integrity Policy and Assessment Policy:**

The Academic Integrity policy is linked with the assessment policy as it mentions different forms of academic misconduct related to internal and external assessment. Additionally, the academic integrity policy mentions the consequences of academic misconduct in various forms of assessment. Another relation is in the fact that students will sign an undertaking and a contract that the work uploaded is the final version and is their own original work whether written/oral/video recorded and maintain honesty and integrity during all forms of assessments.

## **Communicating the Academic Integrity Policy**

The academic integrity policy is regularly communicated to all staff, families, and stakeholders. It will be posted on the Thomas Jefferson High School' websites, available in the Student Handbooks and Acknowledgment Signature pages will be collected by students.

## **Reviewing & Policy Maintenance**

- ❖ The MYP coordinator will ensure that the academic integrity policy is reviewed semi-annually and revised (if needed) every two years to reflect the current needs of the school population and to ensure consistency with IB expectations. Any significant changes in philosophy or practice will require that the committee revise the policy within the academic year.
- ❖ All staff at Thomas Jefferson High School are involved in the development of the academic integrity policy and agree to uphold it. The MYP coordinator will communicate any changes to the Instructional Leadership Team and then to the TJHS Staff. The academic integrity policy is always in accordance with the San Antonio ISD (SAISD) Student Code of Conduct disciplinary penalties commensurate with the offense (p. 2, 21.AA).
- ❖ Students will become familiar with the document at the beginning-of-year MYP “Kick Off Academic Celebration”.
- ❖ The most recent policy will always be available to the school community on Thomas Jefferson’s public website. All staff are responsible to ensure that the academic integrity policy is a working document that it is followed and reflected upon.

## **Roles of Stakeholders**

All stakeholders are responsible for ensuring academic honesty. Each member of the team is accountable for upholding this policy with integrity. Students at TJHS may be required to submit written work through **Turnitin**® to help ensure that their work is not in violation of the Academic Honesty Policy.

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.

Roles of...	Promoting Academic Integrity by...
<p style="text-align: center;"><b>Student</b></p>	<ul style="list-style-type: none"> <li>● producing and submitting assignments that represent his/her own work.</li> <li>● when the ideas of others are included, this information is properly cited using a style and format appropriate to the student's grade level.</li> <li>● being accountable for understanding the academic integrity policy and for asking clarifying questions at any time.</li> <li>● completing the Student and Parent/Guardian Academic Integrity Policy Signature Page with his/her parents and return it to campus.</li> </ul>
<p style="text-align: center;"><b>Teacher</b></p>	<ul style="list-style-type: none"> <li>● offering task-specific clarification of assessment requirements and breaking down instructions into smaller steps.</li> <li>● designing creative yet challenging tasks to ensure student engagement.</li> <li>● incorporating approaches to learning skills of information literacy, problem-solving and self-management in the teaching-learning process.</li> <li>● encourage individual interest area and strength to ensure originality and in-depth inquiry in a Personal Project for sophomores.</li> </ul>
<p style="text-align: center;"><b>Admin</b></p>	<ul style="list-style-type: none"> <li>● maintaining fairness and consistency.</li> <li>● modeling principled collaboration with staff, students and parents.</li> <li>● Establish a school culture that actively encourages academic honesty</li> <li>● Not to assume that everybody is aware of academic</li> <li>● Have an established progression of consequences when dishonesty occurs</li> <li>● Ensuring academic honesty in students' work by purchasing anti-plagiarism software called Turnitin.</li> </ul>

## Role of PARENTS/GUARDIANS in promoting academic integrity:

- Be aware AND in support of the academic integrity policy.
- Motivate and support students at home to be original in their work by restricting adult involvement to as much is appropriate.
- Discourage procrastination and encourage effective time management.
- Encourage your students to be open minded and communicate with the teacher if an issue arises regarding group work.

## 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.

