

# **Capistrano Valley High School**

## **Academic Honesty and Academic Integrity Policy**

CVHS wishes to provide an atmosphere in which each student clearly knows the expectations and consequences related to academic honesty. The school wants to support each student's opportunity to excel, honestly and according to each student's true skills and work. CVHS is aware that advanced classes like IB may be more competitive, and therefore place more pressure on students to engage in academic dishonesty, so the school provides multiple warnings, starting with the Academic Integrity Policy, which states: "...students, teachers, parents and administrators are encouraged to base relationships on a fundamental notion of trust. With trust comes the ability to establish productive staff-student-parent relationships. Therefore, academic dishonesty ("cheating"), in any form (including students working together in pairs or groups unless specifically directed to do so by the teacher) will not be tolerated. Cheating undermines the academic process, destroys students' integrity, and shatters the trust necessary for productive relationships."

The *CVHS Academic Integrity Policy* is included in the [High School Discipline Handbook](#) posted on the district website. At the beginning of each school year, administrators review this handbook with student via classroom visits and presentations. In addition, there is an IB Diploma Program Specific list of consequences that are posted on the IB page of the school website. In order to support academic integrity for all students, all advanced classes, including AP, IB, ATMS and Accelerated English classes, should have a short declaration built into the Classroom Expectations guide given to each student at the beginning of each year. There are student declaration forms for all IB students and IB students sign these to acknowledge that all the IB assessments they submit is their own work.

In addition, CVHS has contracted the services of Turnitin.com, an on-line electronic plagiarism checker. Our new learning management system, Canvas, which was adopted 2 years ago also includes a plagiarism checking tool. All AP and IB English papers written outside of class are submitted, via either Turnitin.com or Canvas, as are Social Science papers, and Science Labs. As far as IB specific assignments, all Extended Essays, TOK essays, World Literature papers, Internal Assessments and Labs are submitted to Turnitin.com.

Definitions of plagiarism and collusion and examples of malpractice are included in the CVHS Academic Integrity Policy, along with circumstances:

### **Cheating on Test, Quiz, Project, Homework, Classwork or Major Assignment**

Intentional giving or using assistance relating to an exam, test, quiz, project, or major assignment without the expressed permission of the teacher, including working in pairs or groups, or misuse of any form of technology. These acts include use of crib sheets, programmed information on electronic devices, calculators when not permitted, etc.

### **School-wide Consequences:**

1st incident:

1. Disciplinary consequence assigned.

2. Receive a referral to Assistant Principal and incident (minimum Level 4) logged in student's discipline.
3. Teacher will notify parent/guardian.
4. Receive a zero on the assignment, which will be averaged into the student's overall grade.
5. Behavior Contract initiated or contract step advancement.

2nd incident:

1. Disciplinary consequence assigned.
2. Receive a referral to Assistant Principal and incident logged in student's discipline.
3. Parent/guardian notified by teacher or AP.
4. Grade may not be above "C" and a "U" in citizenship for the semester.
5. Behavior Contract step advancement.

### **IB Diploma Programme Consequences:**

First confirmed incident of academic dishonesty (see CVHS Discipline Policies and IB Academic Honesty policy):

- Official warning
- Grade penalty
- Parent notification
- IB Coordinator notified
  - IB Coordinator notifies all of the student's IB teachers
- Academic dishonesty noted in Aeries Intervention Notes

Second confirmed incident of academic dishonesty:

- Student transferred out of IB Program
- Grade penalty
- Parent notification
- Disciplinary referral issued
- Academic dishonesty noted in Aeries Intervention Notes

### **Fabrication/Plagiarism**

This includes any falsification or invention of data, citation, or other authority in an academic exercise and intentional use of another's words, ideas, or work as one's own. Plagiarism includes the misuse of published material and unpublished work of others, e.g. projects, lab, internet information. Same consequences as above for cheating on test/quiz/project or major assignment.

### **Theft or Alteration of Materials**

Any unauthorized taking, concealment, alteration, or distribution of student or teacher materials.

### ***Consequences:***

1st incident:

1. Minimum Level 6.
2. Receive a referral to Assistant Principal and incident logged in student's discipline.

3. Parent/guardian notified.
4. Behavior Contract initiated or step advancement. 6

2nd incident:

1. Minimum of Level 7 Suspension.
2. Receive a referral to Assistant Principal and incident logged in student's discipline.
3. Parent/guardian notified.
4. Grade may not be above "C" for the course and a "U" in citizenship for the semester.
5. Possible recommendation for transfer to alternative education program.

## IB Academic Honesty Policy

This policy is a supplement to the Capistrano Valley High School Academic Honesty and Academic Integrity Policy. Capistrano Valley, as an authorized Diploma Programme, in addition follows and adheres to the [Academic Integrity Policy](#) of the IBO which, in the IB Learner Profile states that all IB community members must strive to be “principled”, acting with “integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities, taking responsibility for their actions and their consequences.” These principles of academic honesty and regulations must be followed by students, faculty and the coordinator.

A synopsis of the definitions and regulations follows.

IB defines Malpractice as:

- **Plagiarism:** the representation of another’s ideas, words, or work as the candidate’s own.
  - Some examples are:
    - Handing in a work that was created entirely or partially by someone else.
    - Failure to identify (cite) the source of quotations and paraphrases and images used. Sources include unpublished as well as published items—for example, books, articles, material on the internet, television programs, instructors' lectures, and people, including other students, friends, and relatives.
    - Failure to use quotation marks when taking material directly from book/journals/ or another person. These phrases must be enclosed in quotation marks and properly cited.
    - Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, photograph/image, or mathematical proof) that are derived from the work of others.
- **Collusion:** supporting the academic misconduct of another student, as in allowing one’s work to be copied or submitted for assessment by another.
  - Some examples are:
    - Completing an assignment for another student
    - Allowing another student to copy from one’s homework or paper
    - Helping someone on any sort of homework assignment, take-home quiz, paper when knowing that this sort of assistance is not allowed by the teacher.

- Duplication of work – Occurs when the same work is presented for different assessment components and/or diploma requirements. For example, if the student submits the same or a very similar piece of work as an internal assessment in a subject area and for an extended essay, this would be viewed as malpractice.
- Fabrication of data – Occurs when a candidate does not use authentic data but instead produces false data to be used in an assignment.
- Cheating on exams – Occurs when a candidate takes unauthorized material into an exam, exchanges information in any way with another student or uses an unauthorized calculator. Other instances of cheating on exams are:
  - disrupt an examination by an act of misconduct, such as distracting another candidate
  - exchange, support, or attempt to support, the passing on of information that is or could be related to the examination
  - fail to comply with the instructions of the invigilator or other member of the school’s staff responsible for the conduct of the examination
  - impersonate another candidate
  - steal examination papers
  - disclose or discuss the content of an examination paper with a person outside the immediate school community within 24 hours after the examination

Students are expected to follow conventions of academic integrity and have many sources from which to find examples of conventions. For instance, student papers should follow either the APA or MLA form and conventions for any assignment can be found on various school guides. MLA conventions can be found on the Modern Language Association website, or in the MLA Handbook, but are most commonly accessed at Purdue’s OWL (online writing lab) site. APA also is most easily accessed here. On the School Loop website, under the Library tab, there are further online links to resources dealing with writing, research and publishing conventions. Finally, all IB teachers provide handouts and/or texts which illustrate the conventions specific to their curriculum. Teachers will require that students follow these conventions on all assignments. IB also supplies specific conventions for all candidates:

### **Responsibilities - Coordinator:**

The coordinator will:

- Inform the candidates and their parents/guardians about the Academic Honesty Policy.
- Deliver information sessions about the importance of academic honesty and consequences.
- Ensure that exams are securely locked up until needed and will inform students of all rules regarding exam procedures.
- Report suspected malpractices to the IB information desk once exams have written or and internal or external assessment
- Supervise all activities related to the investigation of student academic misconduct and school maladministration cases according to school and IB policies.
- Ensure that invigilators are trained properly prior to supervising examinations.

### **Responsibilities - Teachers:**

It is the responsibility of Diploma Programme teachers to support candidates in the preparation of their work for assessment and to ensure that all candidates' work complies with the requirements of the relevant subject guide. Therefore, teachers (or supervisors in the case of extended essays) are well placed to judge whether a candidate's work is authentic. Ongoing support and guidance will help with the early detection of plagiarism and will dissuade candidates from deliberately copying another person's work without acknowledgment because they know their work is regularly subject to scrutiny.

Teachers will:

- To the best of their knowledge, confirm that all work submitted by the student is original and authentic.
- Have students submit work via plagiarism-checking software
- Show students how to properly cite research for their subject area
- Explain their classroom academic misconduct policy to their students

### **Responsibilities - Students:**

**Ultimately, the candidates are responsible for ensuring that the final version of their work is authentic.** Candidates themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or a careless act. The same principle applies to collusion.

The IB will not accept work for assessment or moderation unless the candidate has signed the coversheet to confirm that the work is his for paper-based assessments. For assessments electronically uploaded by the school (on behalf of the candidate), the candidate will be submitting his/her work to turnitin.com and will also be required to sign a document declaring that the work submitted is his or her authentic work and constitutes the final version of that work. The teacher/coordinator will electronically authenticate the student's work. For assessments electronically uploaded by the candidate, the candidate will electronically authenticate the work as will the teacher/coordinator.

Students will:

- Ensure that all work submitted for assessment is authentic and all resources, including books, Internet, DVD's, emails, journals, online databases, charts, graphs, images and data are correctly cited
- Take responsibility for their actions and seek help from the teacher, librarian or coordinator when needed.

In addition to the overall CVHS Academic Honesty Policy, the CVHS IB programme has developed the following consequences for malpractice within the IB programme.

**CVHS IB Diploma Programme Consequences of Malpractice in any IB class:**

First confirmed incident of academic dishonesty (see CVHS Discipline Policies and IB Academic Honesty policy):

- Official warning
- Grade penalty
- Parent notification
- IB Coordinator notified
  - IB Coordinator notifies all of the student's IB teachers
- Academic dishonesty noted in Aeries Intervention Notes

Second confirmed incident of academic dishonesty:

- Student transferred out of IB Program
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**Malpractice on an IB Assessment:**

Work identified as not authentic after submission – Assessments submitted to IB

Occasionally, through an oversight while checking a candidate's work for authenticity, the teacher or coordinator may identify plagiarism (or another breach of regulations, such as fabricated data) after a candidate submission. If there is evidence of plagiarism the coordinator will report the incident to the IB information desk for investigation.

Malpractice on an IB examination

If there is academic misconduct during an IB examination, the coordinator will report the incident to the IB information desk for investigation.

Consequences if it is determined that malpractice occurred:

- IB will not award a grade for the subject concerned. This will result in not earning the IB diploma.
- The student will be transferred out of the IB Program, will not be recognized at senior awards, and will graduate with the IB cohort.

Finally, the attributes of our students can be taken directly from the IB Learner Profile:

### The meaning of academic honesty

Academic honesty must be viewed as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills. Although it is probably easier to explain to candidates what constitutes academic dishonesty, with direct references to plagiarism, collusion and cheating in examinations, whenever possible the topic must be treated in a positive way, stressing the benefits of properly conducted academic research and a respect for the integrity of all forms of assessment for the Diploma Programme.

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### **Resources**

International Baccalaureate Organization (October 2019) *Academic Integrity*, Geneva, Switzerland: IBO.