

**Student:**



**AGREEMENT FOR ACADEMIC HONESTY**  
**TRACY HIGH SCHOOL**  
**INTERNATIONAL BACCALAUREATE**



**Our Academic Honesty Policy (AHP)** is developed to support strict IBO regulations to prevent malpractice. Participation in the IB program requires students to work and meet expectations at the college level. Academic Honesty is strictly enforced in college, the IB Program, and at Tracy High School. Violations of the AHP are cumulative and carry over to subsequent years. All violations will be recorded and maintained in both the Administrative and IB offices. In order to maintain the integrity of the IB Program, the following guidelines for Academic Honesty will be followed by all students in IB courses:

1. Tracy High School defines cheating/malpractice as "the actual giving or receiving of any unauthorized aid or assistance on any form of any academic work." Cheating/malpractice consists of, but is not limited to, exchanging tests, reports, papers, etc., copying from another student's paper, giving answers, giving out questions that are on a test, using unauthorized notes during a test, or use of electronic devices to post or obtain unauthorized work.
2. "Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source." Plagiarism is a form of cheating. The submission of work that has been written—in part or in whole—by another person, without acknowledgement of source, is considered plagiarism or malpractice. If you use an idea from (including but not limited to) a book, movie, speech, magazine, documentary, lecture, journal, teleplay, or any electronic source, including the internet, and then represent it as your original thought—even if it is expressed in your own words—then you have committed an act of plagiarism/malpractice. To avoid plagiarism, you must cite the source of the ideas using appropriate formatting based on your teacher's preference.
3. The IB Organization defines academic misconduct as behavior (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining unfair advantage in one or more components of assessment. Behavior that may disadvantage another candidate is also regarded as academic misconduct. Academic misconduct is a breach of these regulations and includes, but is not restricted to, the following:
  - a. Plagiarism—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.
  - b. Collusion—this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another.
  - c. Duplication of work—this is defined as the presentation of the same work for different assessment components and/or DP core requirements.

*AGREEMENT OF GUIDELINES FOR ACADEMIC HONESTY ...continued*

- d. Misconduct during an IB examination (for example, taking unauthorized material into an examination, behavior that disrupts the examination or distracts other candidates, or communicating with another candidate).
- e. Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media).

*\*Number 3 is taken, in its entirety, from “General regulations: Diploma Programme” published by the IBO in April 2014.*

4. Additional Guidelines include but are not limited to the following:
  - Do not use any materials not approved by your instructor.
  - Do not use a translator for projects, papers, or tests.
  - Only use a calculator as directed by the teacher.
  - Collaboration may be allowed at the discretion of the teacher; copying is not the same as collaborating.
  - Purposefully falsifying data.
5. Often teachers require that both a digital copy and a hard copy of work be submitted. IB students are required to meet teacher deadlines for these documents.
  - Digital copy and hard copy versions must be identical.
  - If students do not have access to a computer or a computer with internet access at home, there are computers available in various locations on campus for student use before and after school and at lunch. There are also computers available at the public library.
  - If any of these requirements pose a hardship, students must communicate with the teacher/IB Coordinator prior to established due dates.
6. Cell Phone/Electronic Devices—During assessment all cell phones and electronic devices, including smart watches, must be turned off and put away in accordance with the teacher’s instruction.
  - In order to be consistent with IB Testing Regulations, students may be required to keep backpacks and/or digital devices in a designated area.

## Responsibilities

### Student responsibilities

#### *Students will:*

- Acknowledge understanding of academic honesty policy at the beginning of the school year
- Understand what is considered cheating
- Respond using their own words on assignments
- Properly cite sources using the following MLA, APA, or Chicago School format  
[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html)  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)  
[https://www.chicagomanualofstyle.org/home.html?\\_ga=2.196024235.641622141.1632259872-910196083.1571869693](https://www.chicagomanualofstyle.org/home.html?_ga=2.196024235.641622141.1632259872-910196083.1571869693)
- Ask teachers for help when needed
- Appropriately use technology and other resources

### Teacher/staff responsibilities:

To reduce opportunities for misconduct, teachers will do the following:

- Address academic honesty by providing examples
- Use examples of citing sources using the selected writing style
- Use of MLA, APA, and Chicago School
- Work with students to identify credibility and reliability of a variety of sources
- Provide clear instructions about expectations and when it is appropriate to collaborate

### School/Administration responsibilities:

#### *Administration will:*

- Communicate the importance of academic honesty
- Support the staff in upholding academic standards
- Provide opportunities for staff to collaborate/discuss writing/referenceing systems
- Clearly convey the consequences of academic misconduct and use this as both a deterrent and learning moment

### Parent responsibilities:

- Support and encourage your child to complete work with integrity and honesty
- Understand what is considered to be academic dishonesty
- Encourage honesty in all academic endeavors
- Address child malpractice and reinforce the importance of academic honesty

Adapted from Edgewood Middle/High School <https://edgewoodib.wcusd.org/>

### Student Rights:

- The Right to an Education: Tracy High School will maintain an atmosphere in school, and at school activities, which enhances the potential for success of every member of the student body

- **The Right to Receive Instruction:** The right to the full use of class time for receiving instruction and for learning.
- **The Right to Be Heard:** Students are encouraged to voice concerns through available channels of communication (student government, school newspaper, conversations with teachers, counselors and administrators) as long as this process does not disrupt the orderly operation of the school.
- **The Right to Fair Treatment:** The right to fair, consistent and respectful treatment by staff members and other students.
- **The Right to Due Process:** The right to a hearing before a penalty is imposed. A student who is referred for a violation of the Student Conduct Code or Academic Honesty Policy will be afforded the opportunity to offer their version of the incident to school authorities.
- **The Right to Seek Redress:** The right to pursue remedies, through established district procedures, for alleged misapplication of the Student Conduct Code/Academic Honesty Policy.

### **Consequences for Violations of Academic Honesty**

**Violations are cumulative for the IB Program and carry over to subsequent years. Discipline will follow current TUSD High School Student Handbook.**

#### **1. First Time Offense**

- Zero on the test/assignment.
- Unsatisfactory Citizenship in that grading period.
- Referral sent to Assistant Principal's Office and placed in student's discipline file.
- Referral copied to the IB Coordinator.
- A formal conference will take place between an Administrator and the student.
- The Administrator and/or teacher will contact the parent/guardian.
- Consequences may include suspension from class, school, or loss of class credit.

#### **2. Second Offense**

- Zero on the test/assignment.
- Unsatisfactory Citizenship in that grading period.
- Referral sent to Assistant Principal's Office and placed in student's discipline file.
- Referral copied to the IB Coordinator.
- The student will go before the IB Coordinator and or Administrator for determination of eligibility to continue in the IB program.
- Consequences may include suspension from class, school, or loss of class credit.

#### **3. Third Offense**

- Zero on the test/assignment.
- Unsatisfactory Citizenship in that grading period.
- Referral sent to Assistant Principal's Office and placed in student's discipline file.
- Referral copied to the IB Coordinator.
- The student will go before the IB Coordinator and or Administrator regarding removal from the IB Program.
- Consequences may include suspension from class, school, or loss of class credit.

**\*Suspensions will be communicated to counselors and teachers and will influence letters of recommendation and answers to questions on applications to private colleges regarding student suspensions.**

IB students residing outside the Tracy High School designated zone with more than one Violation of Academic Honesty may be sent back to his/her school of attendance per the IB Inter/Intra-District Permit Contract. Any IB official document which violates these guidelines will not be sent to the International Baccalaureate Office for scoring, thus disqualifying the student from earning the diploma. Any student violating these guidelines will also be immediately removed from being a Full Diploma Candidate and will forfeit any rights, privileges, and/or honors.

**Review of Policy**

The Academic Honesty Policy will be reviewed annually. The review will be conducted by the IB Coordinator, Principal and Counselor(s). The policy will be in line with current practices of academic honesty and with the most current IB publications pertaining to academic honesty.

Last review January 2021

This document was inspired by the Academic Honesty Policy of the IB Programme at Modesto High School and Edgewood Middle/High School.

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*We, the undersigned IB student and parent/guardian, understand the need for maintaining the integrity of the IB Program. We have read the Academic Honesty Policy and have clarified any questions. We understand academic malpractice and what must be done to remain academically honest and accountable. We understand the academic honesty is the responsibility and obligation of all students and the failure to report any knowledge of malpractice is just as serious as the act itself and will result in the same consequence.*

We agree to be bound by these guidelines as a condition of participating in the Tracy High School IB Program.

Student Name:

Student Signature \_\_\_\_\_ Date

Parent/Guardian Signature \_\_\_\_\_ Date

**Please complete and return to IB Office in Room D110 OR your IB teacher by Friday, September 3.**