

IB @ GB

ACADEMIC INTEGRITY POLICY

Rationale

The primary goals of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. The Roseville Joint Union High School Board of Education believes that the public school should reinforce the values of our democratic society, teach citizenship, and provide an environment conducive to ethical behavior. Our Granite Bay High School community believes that the school should maintain a climate in which honesty, courtesy, consideration, integrity, and a concern for others are highly valued.

Honesty and integrity are the foundation of trust, and one's character, competence, and human interactions are governed by trust. The integrity of our school as an academic institution is predicated on the principle that the advancement of knowledge requires all students and instructors to respect the integrity of one another's work and to recognize the importance of acknowledging and safeguarding intellectual property. Our academic community will be judged by the honesty of our communications, spoken and written. To that end, we recognize that students or staff who engage in any academic misconduct create situations that are detrimental to their academic and ethical development and progress. Academic misconduct of any form is an obstacle to achieving our goals.

We recognize that many factors might contribute to academic misconduct. Reasons for cheating are not acceptable. In any of its forms, for whatever reason, academic misconduct denies the value of education.

As an educational community of approximately two thousand students and one hundred educators, we expect all of our stakeholders – students, staff, parents/guardians, and community – to support our efforts to create and maintain a climate of academic honesty. Our teaching staff strives to put the importance of learning above the importance of grades and to convince students that their best efforts are all that anyone should expect.

Definitions

Academic Misconduct: Defined by the IB Academic Integrity Policy – “deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen. This includes behaviour in school, out of school and online.”

Definitions in quotation marks below come from the 2016 IB General Regulations for the Diploma Programme, Article 20.

- **Plagiarism:** “the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear and explicit acknowledgment.”

- **Collusion:** “supporting academic misconduct by another candidate, for example, allowing one’s work to be copied or submitted for assessment by another.”
- **Duplication of work:** “the presentation of the same work for different assessment components and/or DP core requirements.” Taking the work of another student, with or without his or her knowledge or giving work to another student for copying purposes.
- **Exam misconduct:** includes, “for example, taking unauthorized material into an examination, behavior that disrupts the examination or distracts other candidates, or communicating with another candidate.”
- **Other “unethical behaviour** such as the inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research,” for example, falsifying research and or research.
- **“Any other behaviour** 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),” and (from older IB regulations) creating or altering signatures; collecting information in an inappropriate manner including the falsification of any records.

Consequences

The sanction administered due to an incident of willful misconduct is dependent on the nature of the violation and a student’s disciplinary history.*

The GBHS Student Handbook contains an Academic Integrity policy that explains the school’s disciplinary plan when a student has been found in violation of it. It is below with IB-specific clarifications in italics:

1st Instance/Level 1*

- Teacher will confer with the student.
- Student could lose credit or be asked to redo the assignment. *The IB Honor Code stipulates that a grade of “0” is generally given for the assignment/project/test as students and parents/guardians have signed the IB Honor Code and students received instruction regarding academic misconduct.*
- Teacher will notify the parents/guardians.
- Teacher will refer the student’s name to administration. Name and event will be filed.

2nd Instance/Level 1 or 2*

- Teacher will confer with the student.
- Student could lose credit or be asked to redo the assignment. *The IB Honor Code stipulates that a grade of “0” be given for the assignment/project/test as students and parents/guardians have signed the IB Honor Code and students received instruction regarding academic misconduct.*
- Teacher will notify the student’s counselor.
- Teacher will notify the parents/guardians.

- E. Teacher will refer the student's name to administration. Name and event filed.
- F. Depending on the severity of the infraction, the student may be referred to the Academic Honesty Committee for further review and consequences *which may include the removal of the student from the IB class and program which may constitute a Drop "F" from the course.*

3rd Instance/Level 1, 2 or 3*

- A. All third instances will be reviewed by an Academic Honesty Committee comprised of a counselor, an administrator, and at least two teachers.
- B. Administrator will arrange a student/ parent/guardian / teacher/counselor conference if requested by any of the parties involved.
- C. Same as 2nd Instance
- D. Administrative action/sanctions will be decided by the committee and could include:
- Detention and/or Suspension
 - Loss of honors weighting credit for course
 - Denial of position as a Teacher Assistant or Teacher Intern
 - Loss of eligibility in any site Honors Societies (e.g. NHS, CSF)
 - Loss of eligibility for any academic merit recognition in the junior or senior year
 - *And, for IB, removal of the student from the IB class and program which may constitute a Drop "F" from the course.*

* It is possible that an infraction may be of such a serious nature, such as cheating on a final exam or plagiarizing a semester project or an IB essay, that the teacher and principal may need to bypass any or all parts of the first two steps and the "3rd Instance/Level" consequences may be administered.

Any infraction is recorded in student records and could also affect a student's consideration for academic awards, participation in academic merit clubs, and consideration for valedictorian/salutatorian.

If a student's name is placed on the Academic Integrity list via Aeries Interventions documentation, after one calendar year a student may appeal and submit a reflection paper and meet with the Academic Honesty Committee to request his or her name be removed.

Roles and Responsibilities of Teachers - Instructional Practices:

- Students will be advised as to what constitutes plagiarism in various subjects.
- Students will be taught how to cite words, ideas, and works from sources properly, and they will develop a clear idea of what constitutes plagiarism in the various subjects. MLA style is the default style of citation.
- Students have access to online citation tools and The OWL at Purdue University to help create proper citations in MLA and other styles as well as the online plagiarism detection tool, Turnitin.com.
- The teacher informs students what is acceptable/not acceptable when completing work and exams.

- Teachers should be vigilant enough to spot inexplicable changes in student work and behavior.
- Teachers should question students about their written work to ensure original thoughts.
- Use Turnitin.com whenever possible to detect plagiarized work.
- Distinguish between collaboration and collusion to prevent allegations of collusion against students.
- Cooperate in the investigation of suspected areas of misconduct.

Parent/Guardian Responsibilities

- GBHS desires a positive partnership with parents/guardians. Proactive communication on the parent's/guardian's part resolves many issues while they are minor.
- Parents/guardians should reinforce appropriate behavior in their students. Ethics, honesty, and integrity are important in their academic life as well as their personal life.
- Parents/guardians should reduce the pressure for "success at any cost" and support their student's best effort, regardless of the grade s/he receives.
- Parents/guardians should guide their student in responsible use of the internet and AI tools, helping them understand appropriate applications for learning while maintaining academic integrity and developing critical thinking skills.
- Parents/Guardians should expect their student to have homework every night (between one and three hours for all classes combined). Parents/guardians should help their child protect study time. Provide a good study environment (desk, good light, quiet, etc.). Be sensitive to the child's study time. When s/he says he needs to study, s/he means it. Students commonly cheat because "there wasn't enough time to study."

Student Responsibilities

It is the student's responsibility to ensure the integrity of all work and to understand what constitutes academic misconduct and what would be considered an academic honesty infraction.

- Citations: Whenever using work, words, ideas, pictures, information, or anything produced by someone else, cite the original creator instead of submitting it as one's own work. Students should acknowledge all sources using any citation when writing an assignment. Paraphrased ideas of another person should be acknowledged.
- Original work: All work submitted must be original work; words, ideas, pictures, information, or anything else produced by the submitter must follow proper citation guidelines. Student assessments should all be the student's original work. Students will review all work before submission to check that all sources have been acknowledged.
- Collaboration: The names of all collaborators need to be written on the assignment and/or a rubric of the division of work needs to be completed by each collaborator to ensure equal and fair collaboration.
- Technology: The use of technology should be used as a tool and/or reference resource at approved times in an appropriate manner.

Review of Policy

This IB@GB Academic Integrity Policy will be annually reviewed by the IB PLT each fall, and it will be posted under IB@GB Policies on the IB Programme website for Granite Bay High School. (As of October 2025, that link is [here](#).)