**Casimir Pulaski High School**
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# Academic Integrity Policy

## Overview

At Casimir Pulaski High School, we expect integrity and honesty from all individuals involved in any school-related activity. We believe fostering a culture of ethical academic practice is a paramount concern in preparing young people for the future. The IB provides a clear description and definition we share: "Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work" ("Academic Integrity" 3).

At Pulaski, academic honesty refers to the following ideas. We believe in appropriate conduct and following all guidelines for examinations. We believe in the full acknowledgement of original authorship and ownership of creative materials and will cite and give credit to those sources. We believe in producing authentic and creative pieces that are not plagiarized. Finally, we believe in the protection of all forms of intellectual property.

Based on the IB definition, "Malpractice is defined as behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.

Malpractice or academic dishonesty includes:

**1. Plagiarism:** this is defined as knowingly submitting the ideas or work of another person as the student's own.
**2. Collusion:** this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.
**3. Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
**4. Any other behaviour** that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record)." ("Academic Honesty", 2011)

Assistance from AI software like ChatGPT is not automatically considered malpractice or academically dishonest. Students using AI should effectively apply the guidelines in this policy. Students must include reference to AI software in both the body of their writing and in the bibliography. Any work generated by AI and then submitted as the student's own is a serious breach of academic integrity. ("Statement from the IB about ChatGPT")

**Academic Integrity in Practice**

The Casimir Pulaski High School community believes that assessment is integral to all aspects of teaching and learning. We strive to uphold the belief that learning is a process in which students demonstrate the recall, adaptation, application and transfer of knowledge acquired throughout the course of study in a variety of ways. Pulaski students are expected to demonstrate their learning honestly and maintain academic integrity during all types of assessment.

**How can I make sure that I am not plagiarizing material?**

● The simplest method of avoiding plagiarism is to honestly, accurately and clearly acknowledge, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you used in the production of your work.
● Acknowledge all ideas and work of other persons, regardless of their source
● Treat email messages, websites on the Internet and any other electronic media in the same way as books and journals
● Acknowledge the sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material
● Enclose passages that are quoted verbatim within quotation marks and provide references
● Acknowledge the source/origin of all works of art, film, dance, music, theatre arts or visual arts
● Acknowledge the source of paraphrased material
● Use Turnitin for all written work before submission

**It is the policy of Casimir Pulaski High School that:**

● All Middle Years Programme (MYP), Career Programme (CP) and Diploma Programme (DP) students understand the basic meaning and significance of academic honesty
● All work produced by MYP, CP and DP students is their own, authentic work
● All such authentic work has the ideas and words of others fully acknowledged
● Students understand and obey the rules relating to proper conduct of examinations
● Students understand the difference between collaboration and collusion, and that it is unacceptable to present work arrived at through a process of collusion
● The policy refers to all assignments set and completed in school or at home, ranging from basic pieces of practice to formal assessments required by the IB

**The aim of this policy is to:**
● Promote good academic practice and a school culture that actively encourages academic honesty;
● Enable students to understand what constitutes academic honesty and dishonesty;
● Encourage students to look to their teachers, supervisors and coordinator for support when completing assessed work in order to prevent any possible form of malpractice;
● Ensure that students understand the importance of acknowledging accurately and honestly all ideas and work of others;
● Explain to students that they have an important role in ensuring that their work is "academically honest";
● Impart to students that plagiarism is a serious academic offense;
● Explain to students precisely what penalties will be imposed should they be found guilty of malpractice.

## Academic Misconduct Steps

**First Offense:** Student will be provided a makeup option for the assignment. Discussion between teacher and student to go over details of the offense. Parent contact made and PLP classroom behavior documented. IB coordinator informed.

**Second Offense**: Student receives a zero on the assignment. Discussion with teacher and IB coordinator. Other classroom teachers are notified. Parent letter sent home and signature of acknowledgement required.

**Third Offense**: Student receives a zero on the assignment. Principal is informed of the offense. Meeting between admin, parent, and student. Consequences, including removal from class/programme and suspension, are considered.

## Roles and Responsibilities

**Librarian:** The Librarian works in collaboration with the teachers to develop the research skills that are necessary in MYP, CP and DP. In addition, the Librarian ensures that academic honesty is followed throughout the building.

**Class teachers:** Teachers should explain what this policy means to students in the specific terms of the work that they are asking students to produce. They should also model good practice and be vigilant in addressing all instances of malpractice in a timely manner. The classroom teacher is also responsible for teaching, monitoring and assessing the research skills in order to equip students with the tools necessary to maintain academic honesty. They should also speak to

students regularly during the drafting of work, when the student/teacher interaction is more collaborative than evaluative.

**Coordinator/Administration:** Coordinators and Pulaski administration should ensure that academic honesty and dishonesty is explained to staff, students and parents at relevant times, giving examples of both good and bad practice where possible. They should investigate any suspected breaches of the standard in an open and fair way. Their recommendations to the principal should be clear and reasoned.

**Students:** Students are required to act and behave according to the guidelines outlined in this policy. Students are required to uphold the virtues of honesty and truth within an international school environment. Academic honesty requires students to understand the difference between academic dishonesty, intellectual property, plagiarism and authentic authorship.

**Parents:** Parents should speak to their children about the need to be honest and why it is important to be so in terms of academic progress.

**References**

"Academic Integrity Policy," International Baccalaureate Organization, 2023.

"Academic Honesty: Guidance for Schools," International Baccalaureate Organization, 2011.

"Academic Honesty in Diploma Programme Arts," International Baccalaureate Organization, 2012

"Statement from the IB about ChatGPT and artificial intelligence in assessment and education," IBO.org, Published: March 1, 2023 (Updated: June 6, 2023), Accessed June 10, 2024, https://ibo.org/news/news-about-the-ib/statement-from-the-ib-about-chatgpt-and-artificial-intelligence-in-assessment-and-education/

**Revised June 30, 2026**

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