



*\*\* Only one signed document is needed per school year as this one document applies to all of the student's classes.\*\**

## Sequoia High School & International Baccalaureate • 2025–2026

### Academic Integrity Policy & Student Pledge

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A **commitment to integrity** is woven into all aspects of the Sequoia High School experience, uniting us— students, faculty, families, and staff— as a learning community that values well-being, fairness, respect, trust, collaboration, responsibility, honesty and transparency.

These values support the development of principled learners and uphold the standards of the IB Learner Profile. Our goal is to foster an environment in which ethical learning practices are modeled, supported, and expected from all. Each and every member of our school community plays an important role in embracing and supporting this commitment.

Sequoia students are expected to follow Sequoia's Expectations & Culture Policy that contains information about academic honesty throughout Sequoia. As an IB World School, Sequoia and the International Baccalaureate (IB) *together* require that students who are participating in IB courses and programming make ethical choices in the work they do, both inside and outside of the classroom.

Academic work in IB classes and in Diploma Core programming is rigorous and can be overwhelming at times, tempting students to cut corners and take risks that violate Sequoia's IB Academic Integrity Policy. Instead, students need to ask for help balancing academics and well-being, using their Sequoia resources: teachers, guidance and TRC counselors, staff, coaches, advisors, to name just a few.

Sequoia encourages collaboration and learning to work well in groups. However, when working with others, students must understand the difference between collaboration and collusion. Sequoia students must encourage their peers to complete their own work, offering help to learn concepts and master skills, not completing the work for their peers. Collaboration is allowed at Sequoia, collusion is not. Collusion occurs when one student's work is copied or submitted by another student, can involve written or electronic material, and includes collusion between current students or former students from a previous course year..

#### 2023 IB Update: Artificial Intelligence & Academic Integrity:

"Opportunities created by AI tools reinforce that academic integrity is an ethical choice that students must make. ... The goal of academic integrity is to make knowledge, understanding and thinking transparent. ... For the IB, **transparency** is the key, and we expect students to give full credit to any source/material that they have used when writing and creating their own work. ... Students should be clear that **if they use the text (or any other product) produced by an AI tool—by copying or paraphrasing that text or modifying an image—they must clearly reference it in the body of their work and add the reference in the bibliography.**"

~ IB Organization. (2023). *The IB and Artificial Intelligence (AI) Tools*

**Even an unintentional violation of Sequoia's IB Academic Integrity policy may result in serious consequences.** Sequoia teachers and staff will take reasonable steps to coach students on Academic Integrity as it applies in a course or program, and to prevent student misconduct. Students are expected to ask for clarification if they are unsure whether or not an action would violate this policy.

**Consequences for Violation of Sequoia's IB Academic Integrity Policy:**

1. All teachers of IB courses will follow the Sequoia High School District Academic Integrity Policy process. Students will be subject to consequences laid out in the District Policy. Violations are documented in the student's behavior record in Infinite Campus.
2. For all official internal and external IB assessments carried out in class (IAs), teachers are required to authenticate it as the student's work per IB policy. If a teacher cannot authenticate it, then it will not be submitted to IB, resulting in a missing component towards the final IB score (an N grade).
3. If any violations are discovered after an assessment has been submitted to IB, or any incidents occur during exams, the IB Office is required to report the incident to IB headquarters. Consequences will be determined by the IB organization.
4. Duplicated assessments will not be submitted to IB, resulting in a missing component towards the final IB score (an N grade).
5. Colleges and universities often require the high school to report and explain academic misconduct. Sequoia will report accordingly.

**Additional IB Policies**

1. Students enrolled in IB courses must complete all internal assessments (IAs).
2. IAs are due the day they are due. Late IAs cannot be submitted to IB and thus, a student would be missing a component necessary for their IB score in that subject.
3. Though IB exams are not linked to a student's grade in an IB course, colleges and universities expect students enrolled in IB courses to complete the corresponding IB exam(s). Exam scores are sent by IB to the institution the student will attend. Not having IB exam scores may affect your admission status.
4. IB exams are fee-based. You will receive an exam cost letter from the IB Office. IB exam scholarships are available for students who qualify for free/reduced lunch.

**Responsibilities of All Members of the Sequoia Community:**

**Sequoia Faculty and Staff will:**

- Foster a classroom culture of honesty, trust, and responsibility.
- Clearly communicate expectations around academic integrity in their courses.
- Provide instruction on citation, research skills, and ethical collaboration.  
Reinforce distinctions between collaboration and collusion.
- Guide students through the proper use of AI tools and citation expectations.
- Report suspected academic misconduct and support fair and consistent consequences.

**Sequoia's IB Coordinator will:**

- Share this Policy yearly to ensure all community members understand expectations.
- Support teachers and students in understanding the implications of academic misconduct.
- Report incidents of academic dishonesty to the IB Organization when required.
- Work with Sequoia's AVP Office to support fair enforcement of academic integrity policies across the IB program.
- Provide annual updates on IB expectations related to academic integrity.

**Sequoia Administration will:**

- Support the development of an ethical school culture and learning environment.
- Ensure consistent application of this Policy and document incidents of academic misconduct.
- Support IB Coordinator with annual review of this Policy to ensure continued alignment with IB regulations and school goals.

**Parents and guardians will:**

- Familiarize themselves with the Sequoia Academic Integrity Policy.
- Discuss with their children the importance of honesty and ethical learning.
- Support students in developing responsible study habits and time management.
- Encourage students to ask for help rather than resort to dishonest practices.

**Sequoia students will:**

- Uphold academic integrity in all classwork and assessments.
- Cite all sources appropriately, including any use of AI tools.
- Understand the difference between collaboration and collusion.
- Seek clarification from teachers if unsure about academic expectations.
- Report any known instances of academic misconduct.
- Embrace the [IB Learner Profile](#) attributes, particularly being principled and reflective.

**Student Pledge**

"I do hereby resolve to uphold Sequoia's IB Academic Integrity Policy. I shall refrain from all forms of academic misconduct. Examples of academic misconduct include, but are not limited to: cheating, plagiarism, AI transparency/citation violations, other deceitful means of obtaining credit or grades, collusion (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 diploma requirements), any other behavior that gives an unfair advantage for a candidate or that affects another candidate (including, but not limited to, taking unauthorized electronic or written material into an assessment/exam room, accessing or sharing unauthorized materials during an assessment/exam break, misconduct during an exam, fabricating data for an assignment, falsifying course grades, CAS records), as well as any other misbehavior or action that is not in keeping with a student being in good standing at Sequoia or in the IB Programme.

I have read, understand, and agree to uphold Sequoia's IB Academic Integrity Policy for the 2025-2026 school year. By signing this document, I understand this Policy applies to all courses I am enrolled in throughout the 2025-2026 school year at Sequoia High School. I understand that

agreement to this Policy applies to all my current courses and additional courses I may potentially add to my schedule during the 2025-2026 school year.”

To be entered in Google Form

Student ID Number

To be entered in Google Form

Student First & Last Name

To be entered in Google Form

Student Signature

To be entered in Google Form

Date

*Sequoia High School would like to acknowledge and thank Krystal Culpepper and Paxon School for Advanced Studies whose published Academic Integrity Policy served as a model in the creation of this document.*