



Sandia High School International Baccalaureate Diploma Program Academic Honesty Policy



Academic honesty is an extension of and a reflection of the **IB Learner Profile** and several traits that include principled, knowledgeable, and reflective, in addition to others. To practice academic honesty is to engage in academic pursuit in a truly authentic manner.

Philosophy

In order for learning to be valid, students must engage in their studies honestly. When students cheat or in any way compromise the integrity of the educational process, they demean themselves, debase the efforts of peers, and degrade the International Baccalaureate Diploma Program at Sandia High School.

General Guidelines

Academic honesty is the responsibility of all parties involved in the student's education, including the students, teachers, administrators, and parents. It is important that our teachers communicate to students the importance of academic honesty and integrity for very positive reasons. As part of their social and ethical development, students need to see academic honesty beyond the context of "not cheating", but as an integral element of their social and intellectual construct.

It is necessary to understand that students will not always approach assessment in an ethical manner. In cases of student malpractice, the Sandia High School's IB Program will follow a policy that is congruent with the Sandia High School policy and that of the [IBO](#).

The Code of Academic Integrity forbids the following

Cheating

Examples of cheating include but are not limited to:

- Copying of another student's work
- Allowing another person to copy your work
- Using unauthorized notes aids or written material in any form during a test
- Unauthorized use of technological devices (cell phones, calculators, cameras, wearable devices) when taking an assessment
- Talking, giving, or receiving information using signs, gestures, or deception during any type of assessment
- Sharing/Test questions/content with students taking the same assessment at a later time and/or date

Plagiarism

Examples of Plagiarism include but are not limited to:

- Presenting someone else's work as your own without proper citation or acknowledgment
- Copying word for word without using quotation marks and giving credit to the original author
- Using text or any other product produced by AI tools and failing to clearly reference the tool in the body of the work and/or add it to the bibliography
- Failure to use proper documentation and bibliography
- Having someone else do the assignment for you and then submitting it as one's own work

Falsification /Lying

Examples of falsification /lying include but are not limited to:

- Making an untrue statement verbally or in writing with the intent to deceive

- creating false or misleading impressions
- Forgery of signatures

Responsibilities regarding academic honesty

DP Coordinator/Administrator

- To inform students of the views of the IBO with regard to academic honesty and malpractice
- To report to the IBO any academic malpractice concerning an assessment required by the IBO, such as an internal or external assessment
- To support teachers in their enforcement of the DP's academic honesty policy
- To communicate the expectations regarding academic honesty to parents, and to report any academic malpractice tied to IB-required assessments

Teachers

- To teach strong academic practices as they pertain to academic honesty, including the citation of work and rules regarding individual and group work
- To make clear to students the penalties for academic malpractice on formative and summative assessments
- To communicate to parents acts of academic malpractice by their students
- To report to the DP coordinator, and if necessary, the administrator, acts of malpractice by students

Students

- To know the rules and expectations regarding academic honesty, including the consequences of academic malpractice
- To act in a manner consistent with the expectations of the academic honesty policy
- To self-report instances of academic malpractice conducted by self or peers

Parents

- To understand the rules and expectations of the academic honesty policy, including the consequences of academic malpractice
- To reinforce the value, expectations, and practice of academic honesty to their students
- To support teachers as they enforce the Academic Integrity procedures.

Consequences of Malpractice

First offense:

- The student will receive a zero on the assignment
- The teacher will input communication into APS website "synergy"
- Meet with the student to discuss the offense, its implications, and academic consequences.
- Contact the parent(s) to inform them of the malpractice.
- Contact the DP coordinator to inform him of the malpractice

Second Offense:

- Student receives same consequences as above
- The student may receive a suspension or alternative discipline action

- IB coordinator will meet with the student and parents to determine if continued participation in the IB program is appropriate
- Contacting Student's grade level counselor
- Grade Level Administrator will participate in conferences

If the academic misconduct is **tied to an IB-required assignment**, such as an internal assessment, an in-school external assessment, such as a Written Task, or a DP examination, the following will occur in addition to the above consequences:

- The DP coordinator will contact the IBO, and the work will not be submitted.
- The student will forfeit their status as an IB Diploma Candidate.
- If the student is a junior in the IB Diploma Program, the student will not be allowed to continue with the Diploma Program during their senior year.
- If the student is a senior in the IB Diploma Program, the student will not receive IB recognition at graduation ceremonies. In addition, Student Services will be contacted, with consideration of notification to colleges.

Academic Honesty Policy Review Process:

This policy is a living document. It has been created using IB support materials, models graciously shared from other IB World Schools, as well as SHS district data and input from stakeholders in the IB learning community. It is an ongoing process that will be systematically reviewed, evaluated, and modified as needed by the IB faculty, coordinators, and administrators.

*Last Updated & Reviewed: 08/2023