GHS Academic Integrity Policy

The faculty and staff at Gulf High School have adopted a stance of education, observation and enforcement with regard to the issue of academic misconduct. This policy is not exclusive to the IB program, but does involve IB-only consequences.

The student indoctrination of policies regarding malpractice and academic integrity begin during visits to the middle schools for recruitment purposes. It is one of the topics of discussion with the middle school students so that they understand the fundamental principles of the IB Programme.

We begin each new school year with grade level presentations on student conduct. The students are required to attend and they view a PowerPoint presentation about behavior issues.

In every IB classroom, at every grade level, the teachers spend part of the first week of school discussing academic integrity and providing examples of what academic misconduct looks like. All teachers are required to have a statement in their course syllabus that outlines the definition and consequences of plagiarism. In addition, all teachers review the GHS Stance on Academic Integrity.

The IB Coordinator schedules a class period with each grade level English class to discuss the Honesty Policy, the monitoring of their work and the consequences of violating the policy. Each student is then required to sign the IB Honor Code and the IB Coordinator keeps a copy of this form in the student's personal file.

All students are required to sign the GHS Academic Integrity form and take it home to review with their parents. They are required to submit that form with a parent signature. This form is also kept in the student's file. Failure to return the document will result in a parent phone call by the IB Coordinator. Parents and community members are also given information regarding academic integrity at our yearly IB Parent Nights and at yearly Curriculum Nights.

From this point forward all stakeholders are aware of the definition, consequences and enforcement of the GHS Academic Integrity Policy. The IB teachers monitor the honesty policy on papers, projects and assignments by using the turnitin.com website. GHS has a yearly subscription to this site for the purposes of maintaining the integrity of the IB program.

Should a student fail to follow the Academic Integrity Policy, the student's submission and a copy of the document that was improperly used will be submitted to the IB Coordinator. The seriousness of the offense will dictate the consequence, but the event will be documented in all cases. Students are required to sign the Plagiarism Form, and this will be kept on file as well. This document constitutes the student's last opportunity for compliance. The next offense will result in immediate removal from the GHS IB Programme.

This policy is designed to be preventative, rather than punitive in nature, while upholding the values of the IB Programme.

GHS IB -- Stance on Academic Honesty: Plagiarism Document

Adapted from "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices"

What Is Plagiarism?

In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source (WPA).

Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.

2. **CUT and PASTE** -- Especially dangerous is the students' tendency to cut and paste from the Internet. This practice must be addressed and prohibited from all IB writing. Any non-cited Internet information that is cut and pasted into a student's paper is plagiarized. (The only exception is a direct quote that has quotations marks around all the Internet source words and is immediately cited, or a block quotation that is cited.)

3. Any Internet information that is cut and pasted into a student's paper with any words (one word, a few, or many) changed or rearranged is plagiarized.

4. Social networking and new technology make sharing of work easy; turning in such shared work is plagiarism.

Causes of Plagiarism and the Failure to Use and Document Sources Appropriately

- Students may fear failure or fear taking risks in their own work.

- Students may have poor time-management skills or they may plan poorly for the time and effort required for research-based writing, and feel that plagiarizing is worth the risk of being caught. IT IS NOT.

- Students may view the course, the assignment, the conventions of academic documentation, or the consequences of cheating as unimportant. They are not; GHS IB has zero tolerance for plagiarism.

- Teachers may present students with assignments so generic that students may believe they are justified in looking for canned responses. WE WILL AVOID THIS GENERIC TYPE OF ASSIGNMENT.

- Teachers may fail to report cheating when it does occur or may not enforce appropriate penalties. WE WILL REPORT CHEATING AND PLAGIARISM.

Gulf High School International Baccalaureate Honor Code

2023-2024

The International Baccalaureate offers a quality education that not only ensures knowledge, but also cultivates the virtues of honor, courtesy, and perseverance. Of these virtues, honor is of great importance, for it is personal integrity that will influence and finally determine many of your actions and beliefs. To help the development of such values, the IB Honor Code has been established to help uphold the tradition of excellence for which Gulf High School is known and respected. We devised the Honor Code in order to clarify expectations for students who find themselves in an unfortunate circumstance, but especially to preserve the integrity of the IB program and what it represents.

The IB curriculum is difficult, and while group study is both accepted and encouraged in many circumstances, ethical conduct is expected at all times. IB students shall be honor bound to refrain from cheating of every kind, including, but not limited to the following: copying, exchanging old tests or papers, looking at someone's answers, giving or receiving answers, using cheat or "crib" sheets, plagiarizing, using ChatGPT or any other generative application, downloading papers from the Internet or any other criteria deemed as cheating by a specific instructor. Students are also duty bound to take action to stop any violation of the Honor Code. Action may include speaking directly to the offender and/or speaking privately to a teacher, counselor, or administrator. Inaction implies that the student witness condones the inappropriate behavior. Living in a manner that is consistent with this code will produce an atmosphere of trust, freedom, and integrity that distinguishes Gulf High School from other schools.

By signing below, I agree to the Honor Code as stated.

I do, hereby, resolve to uphold the Honor Code of the International Baccalaureate Programme at Gulf High School. IB is a community that operates with high standards by which all its students should live by. I shall refrain from all forms of academic dishonesty. As a member of the IB community, I am expected to report any knowledge I may have about a student who has violated the Honor Code. Without maintaining a high standard of honesty and conduct, the reputation of the school, of IB, and myself may be comprised.

I understand that any breach of the Honor Code may result in my removal from the International Baccalaureate Programme.

_____

Student Signature   Date

_____

Parent Signature   Date

Gulf High School
International Baccalaureate Academic Honesty Policy

I, _____, understand the rules of the Gulf High School academic honesty policy and agree to adhere to the expectations. I have been given the opportunity to ask questions and understand the consequences of the following:

- **Plagiarism**- the representation of the ideas or work of another person or an online generated platform as your own.
- **Collusion**- allowing one's work to be copied, in part or in whole, and/or submitted for assessment by another.
- **Duplication of work**- presentation of the same work for different assessment components in the same or different courses.
- Or any other behavior that gains an unfair advantage over another candidate.

The consequences may be, but are not limited to the following:

- 1st incident - zero on assignment, student referred to Ms. Macri (conference with student), contact parents, documentation placed in IB file.
- 2nd incident – discipline referral written, (Level 2 offense, entered as 2M – Academic Dishonesty), student is immediately removed from the IB program. Depending on the grade level of the student, this may include transferring to the student's zoned school.

I understand that any infraction violating the International Baccalaureate Organization's terms surrounding malpractice on internal and external assessment components will be elevated to review by IBO. The consequences will be carried out as directed to the school by IBO regardless of whether 1st or subsequent incident.
I agree to act in accordance with this policy.

Signatures:

_____   _____
Student Signature   Date

_____   _____
Parent / Guardian Signature   Date

I, _____, acknowledge that I plagiarized
           (Student Name)

information on my _____, an IB _____
                            (assignment)   (subject)

required assignment.   I realize that whether or not I intended to plagiarize, I am

responsible for making sure that the work I submit represents my own ideas, or that I

have documented secondary sources accurately, using the MLA style.

As the GHS IB Academic Honesty Policy (that I signed) states, I have one warning; if I

plagiarize in any class again, I will be removed from the IB Program.

Student Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Teacher: Please attach the student submission and a copy of the plagiarized source.
Highlight the copied text.

*This warning will be kept on file with Ms. Macri until you exit the program or until your
graduation date.*