



International Baccalaureate Office

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ACADEMIC INTEGRITY POLICY

Alignment to Programme Standards and Practices

Standard A.4 → The school develops and promotes international-mindedness and all attributes of the IB learner profile across the school community.

Standard B1.5 → The school has developed and implements policies and procedures that support the programme(s).

Standard B2.6 → The library/multimedia/resources play a central role in the implementation of the programme(s).

Standard B2.9 → The school has systems in place to guide and counsel students through the programme(s).

Standard B2.11 → The school utilizes the resources and expertise of the community to enhance learning within the programme(s).

Standard C1.9 → Collaborative planning and reflection addresses the IB learner profile attributes.

Standard C2.11 → The written curriculum fosters development of the IB learner profile attributes.

Standard C3.4 → Teaching and learning promotes the understanding and practice of academic honesty.

Standard C3.16 → Teaching and learning develops the IB learner profile attributes.

Method of Communication

All policies available to the community and staff on the Cherokee Trail website. Staff are allowed editing privileges, and policies are revisited yearly to ensure everything is up-to-date.

Authors

Karen Slusher, IB Coordinator
Jean Incitti-Griego, Principal
Julian Jones, Assistant Principal
Molly Robbins, Instructional Coach



International Baccalaureate Office

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Jason LeClaire, English Department Coordinator
Paul Whipple, Head Librarian
Tina Barber, Instructional Technology
Jen Barnhart, DP History Teacher
Kris Atkin, Office Manager and CAS Advisor

Clear Reference in all Forms of Assessment

All future and current IB students at Cherokee Trail High School must agree to the following on a yearly basis:

- Students in the Pre-Diploma or Diploma program at Cherokee Trail High School are expected to maintain the highest standard of academic and personal integrity. Integrity includes honesty, trustworthiness and reliability. Every student has the right to pursue an education free from the problems caused by any form of intellectual dishonesty. This Code of Conduct is intended to communicate clearly the expectations of participation in the IB Program. Violation of the Code could compromise your IB status.
 - **ACADEMIC PERFORMANCE:** Students receiving one or more Ds in a semester will be placed on probation. Subsequent Ds will result in removal from IB. Any semester Fs will result in removal from IB.
 - **MALPRACTICE:** The International Baccalaureate Organization defines malpractice as “behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage...” and includes...
 - **Plagiarism:** the representation of the ideas or work of another person as the candidate’s own. Students who have questions regarding whether or not something constitutes plagiarism have a responsibility to consult with the teacher prior to submitting the work/assignment.
 - **Collusion:** the supporting of malpractice by another candidate, as allowing one’s work to be copied or submitted for another
 - **Duplication of work** – the presentation of the same work for different assignments
 - **Other** – includes...
 - Taking unauthorized materials into an exam, test, quiz or other assessment situation
 - Engaging in misconduct during an exam, test, quiz or any other assignment
 - Falsifying any records
 - Copying, paraphrasing, reusing or submitting another’s work without acknowledging the source Cherokee Trail



International Baccalaureate Office

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- Receiving or giving of any unauthorized assistance on any form of academic work
 - Students who engage in malpractice, whether intentional or not, can be removed from the IB Diploma Program.
- ATTENDANCE: Students are expected to be in attendance for every class, test/quiz and assignment barring serious illness or hospitalization. With the block schedule, a significant amount of instructional time is lost when students are absent. It is expected that students will schedule make up work with teachers immediately upon returning to school. Per the student handbook, students may not be excused from class and remain on campus. Chronic missing of classes on which exams, quizzes and or major assignments are scheduled is an infringement of ethical academic behavior. If good attendance is not maintained, the student can be removed from the IB program.
- BEHAVIOR: Students are expected to have ethical, principled behavior in and out of school. This includes social media, sporting events etc. Students are also expected to recognize and adhere to the principles imbedded within the IB Learner Profile.
- JUNIORS AND SENIORS: Must be compliant with all IB requirements, including coursework, CAS, and the Extended Essay.

Monitoring Process/Sanctions

As members of the Cherokee Trail community and the International Baccalaureate Program, students are expected to behave ethically and honestly. Neglecting the ethical standards of CTHS and IB may result in the following actions... Zero on the assignment, project, or test in question, a failing grade in the course, AND/OR removal from the IB Program.

Students suspected of malpractice or academic dishonesty are provided due-process rights in that they are allowed to respond to the evidence presented by the teacher with their parents present. The teacher, IB Coordinator, and other school officials will determine guilt based on the evidence and statements provided. If it is determined that students have been academically dishonest, the Dean is notified for potential disciplinary consequence. If the academic dishonesty applies to an IB assessment, defined IB procedures are followed. If the academic dishonesty applies, to an in-class assignment, the teacher gives a zero for the assignment and the IB Coordinator gives a malpractice warning, which stipulates removal from IB if the infraction occurs again.



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Responsibilities of the School Community

Central to the support of the Academic Integrity Policy is communication and proactive measures to inform our population of what exactly constitutes malpractice.

Responsibilities of the IB DP Teachers and School Librarian

- It is expected that all written assessments will be submitted through TurnItIn.
- It is expected that all malpractice will be communicated to the IB Coordinator and parents.
- In an effort to combat the violation of cell phone policy, especially as it relates to formal assessment, it is expected that teachers will eliminate access as they deem appropriate.
- It is suggested that teachers mandate the stowing of cell phones in provided “testing envelopes” for the duration of exams.
- It is expected that classroom examinations will be conducted in the same strict format provided by the IB.

Responsibilities of the DP Coordinator

As students become more adept with technology and have greater access to information online and through social media apps, it has become increasingly apparent that more education needs to be provided to students around academic integrity as a holistic philosophy and not just base practice.

- All IB and CT Pre-IB students planning to pursue the IB path will be expected to complete an Academic Integrity mini course prior to the start of their junior year and junior induction.
 - This course is being built with the help of the school librarian, IB teachers, the Instructional Coach, the Instructional Technology Coordinator and the Diploma Coordinator.
 - This course will begin in May 2023.
- In an effort to support teachers and eliminate future infractions, the teacher and IB coordinator will conference with the parents of students guilty of malpractice to determine next steps.
- All Cherokee Trail students are introduced to the librarian and the resources provided at the school.
- Students take mini-lessons on appropriate citation procedures and are instructed on the various forms of plagiarism.
- The librarian is involved in every research project at Cherokee Trail.
 - With IB Diploma students, the librarian works with the Extended Essay Supervisor to reinforce the parameters of the project at the Extended Essay Camp.
- Instruct exam invigilators on expectations of academic integrity during end-of-year exams and ensure all expectations are followed.



International Baccalaureate Office

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Responsibilities of the Exam Invigilators

Maintaining the sanctity of the IB Exams is of highest importance; thus, all exam invigilators will be vetted through the DP Coordinator's Office and provided with direct instruction on exam procedures, which include:

- Maintain security if the exam in the locked storage until the DP coordinator removes the test just prior to exam administration.
- Invigilators will not remove the exams from packaging until students have received initial instructions and expectations.
- Invigilators will ensure that students are randomly seated and spaced in the exam room.
- Invigilators will ensure all students do not have unsanctioned electronic devices (e.g. cell phones, laptops, smart watches, etc.) in the examination room.
- All invigilators will actively monitor the exam.
- Upon completion of the exam, invigilators will collect the exam materials prior to student dismissal and secure the exam back to the DP Coordinator for secure storage until the exam is shipped back to the IB for scoring.

Applicable District Policy

On electronic devices:

The Board of Education recognizes that electronic communication devices ("ECDs") can play a vital communication role both during emergency situations and as technology in the educational setting. However, personal use of electronic communication devices in school may disrupt and/or interfere with the educational process and may be subject to appropriate usage guidelines. For purposes of this policy, "electronic communication devices" includes cell phones, beepers, pagers, walkie-talkies, and any other telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor (e.g., computers, iPads or other tablet devices, smart phones, etc.). For purposes of this policy, the term shall also include electronic entertainment devices like electronic games and compact disc players.

Students may carry electronic communication devices during the school day, on school vehicles and at school-sponsored events/activities. Students shall comply with administrative or staff member directives relating to the use of cellular phones and other ECDs in school, on school vehicles and at school-sponsored events/activities. Students are permitted to use cellular phones and other ECDs as defined by the building principal or other school administrator. The principal or other school administrator may confine the use of ECDs to certain defined locations in each building.



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Possession of a cellular telephone or other ECD by a student is considered to be a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate school rules, board policy or law. Violations may result in disciplinary action under student discipline policies. Inappropriate use of cellular phones or ECDs includes, but is not limited to, the following:

- Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
- Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
- Using a camera device at school or a school-sponsored event to take, send, download or upload an unwanted, harassing, threatening, or embarrassing photos, audio or text of anyone.
- Using such devices to engage in scholastic dishonesty.
- Using such devices to save personal or non-school related files to a district-owned computer.
- Using such devices for any form of “cyber-bullying,” or other unwanted or unsolicited electronic communications or other communications that otherwise cause a disruption to the learning environment.

Use of electronic communication devices with cameras are prohibited in locations where such operation may violate the safety or privacy rights of another person. It is the student’s responsibility to ensure that the device is turned off and out of sight during unauthorized times.

Final Considerations

In order to establish goals and to maintain the current academic integrity philosophy, a committee will review and revise this policy annually. This committee will consist of IB parents, the librarian, the DP coordinator and the principal. Cherokee Trail will review and revise the academic integrity policy annually because of the changing needs of our population and to ensure that it continues to be central to our DP mission. The reviewed, revised version of the policy will remain housed on our website. Our hope is that a transparent academic integrity policy will encourage more students to engage in the Diploma Program education.