



Celebration High School Pre-Diploma and Diploma Programme Integrity Policy



Through comprehensive and balanced curricula coupled with challenging assessments, the International Baccalaureate programme endeavors to develop the individual talents of young people and teach them to relate the experience of the classroom to the realities of the outside world. Beyond intellectual rigor and high academic standards, strong emphasis is placed on the ideals of international understanding and responsible citizenship. The ideal profile of an IB student is that of a critical and compassionate thinker, an informed participant in local and world affairs, who values the shared humanity that binds all people together while respecting the variety of cultures and attitudes that makes for the richness of life. Thus, Celebration High School has a responsibility to foster students who maintain academic integrity, exemplary behavior, and the attributes of the IB Learner Profile.

When entering colleges and universities, students carry a reputation that extends beyond Celebration High School to the International Baccalaureate Programme; a programme that has been prominent in education since 1968. Therefore, Celebration High School Pre-Diploma and Diploma Programme students will be held to the following Integrity Policy.

Behavioral Integrity

Students in Celebration High School's Pre-Diploma and Diploma Programmes are expected to demonstrate high standards of exemplary conduct. The International Baccalaureate Organization (IBO) places strong emphasis on responsible citizenship and ethical behavior. Therefore, the Diploma Programme faculty and staff, as well as the administration of Celebration High School, expect a commitment from Pre-Diploma and Diploma Programme students to maintain behavioral integrity.

Students of the Celebration High School Pre-Diploma and Diploma Programmes are expected to demonstrate ethical conduct at all times. Students will refrain from inappropriate behavior during any school-related activity, on campus or off campus, which will reflect negatively on Celebration High School's Diploma Programme. The school district Student Code of Conduct is applicable to all students in the Programme and consequences for infractions will be imposed accordingly. In addition to those consequences, the Programme's Integrity Committee will review violations of this policy and may impose further consequences as deemed appropriate including dismissal from the IB Programme.

As a member of CHS's Pre-Diploma or Diploma Programmes, students have a responsibility to come forth and report any form of violation of the Integrity Policy. Breaches of this policy may result in removal from CHS's Programme.

Academic Integrity

- ◆ Student records will be evaluated at the end of each semester to determine the student's academic progress and their adherence to the programme standards.
- ◆ Students will be placed on Academic Probation if their cumulative unweighted GPA falls below a 2.75 or their semester grade falls below a "C" in any class.
- ◆ If an IB student is on Academic Probation, continuation in the IB Programme may be compromised and the student may be removed from the programme at the discretion of the IB Coordinator, IB Guidance Counselor and/or Administration.
- ◆ In order to be removed from Academic Probation a student must raise all course grades to a C average as reported on the student's quarterly report card and/or raise his/her cumulative unweighted GPA to a minimum of a 2.75.

- ◆ Students may retake some courses on-line for Grade Forgiveness. Grade Forgiveness can only occur if a D or F has been earned; C or better cannot be replaced. If a student chooses to retake a course and a passing score is earned raising their average to a C or above, then his/her name will be removed from the Academic Probation list. Note: Not all courses are eligible for Grade Forgiveness as comparable classes may not be available, particularly for IB courses.
- ◆ Failure to retake a course for Grade Forgiveness may prohibit the student's advancement in the programme.
- ◆ If a student has violated the Celebration High School Integrity Policy multiple times they may be dismissed from the Pre-Diploma or Diploma programme. Additionally, severe violations (as deemed by the Integrity Committee) are grounds for immediate dismissal.

****Students who exit or are dismissed from the SDOC Pre-Diploma Programme must meet the state of Florida's Graduation Requirements of 24 specific credits and will no longer receive transportation to Celebration High School should they be out-of-zone.***

Malpractice

Every student has the right to pursue an education free from the problems caused by any form of intellectual dishonesty. Therefore, it is Celebration High School's responsibility to communicate clearly to the student the expectations of membership in the Pre-Diploma and Diploma Programmes.

The International Baccalaureate Organization defines malpractice as "behaviour 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.
- 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, including information from the Internet.
 - receiving or giving of any unauthorized assistance on any form of academic work.
 - any questionable or disputed incidents will be reviewed accordingly.
 - **Improper use of Artificial Intelligence (AI) like ChatGPT, etc.**

The Programme faculty is opposed to malpractice and cheating for several reasons.

- Cheating does not level the playing field. Cheating may result in a student receiving the same or a better grade than students who have honestly earned the grade. Such dishonesty could result in the cheater's grade point average and class rank to be unfairly inflated and thus negatively affecting other students' class rank.
- Cheating misrepresents to parents, colleges and teachers a student's mastery of the subject.
- The time taken to monitor students for cheating causes a reduction in the time a teacher has to use for academic instruction.
- Students who are mature enough to select and qualify for a rigorous academic programme should also be mature and committed enough to work for and accept the grades they earn.

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.

Responsibility of the Staff

The IB Coordinator shall:

- Provide a copy of the IBO's publication Academic Honesty in the IB Education Context to all staff members and ensure they have read it and will understand and comply with it.
- Communicate expectations of academic honesty to all IB staff and students on a regular basis

The IB teachers shall:

- Make students aware of what constitutes academic dishonesty in their respective classes, and how it undermines the learning process.
- Make students aware of the consequences of academic dishonesty.
- Teach students how to use the words and ideas of others appropriately to support their own oral and written communication.
- Teach students how to utilize approved methods of citing sources and provide clear and explicit acknowledgement for content.
- Be vigilant about preventing and identifying malpractice at all grade levels and in all subjects.
- Structure assignments and tests to minimize the opportunity for student dishonesty and malpractice.
- Utilize NetRef and Turnitin programmes to monitor for cheating and plagiarism.
- Read, understand, and comply with the IBO's Academic Honesty in the IB Education Context publication.

The IB Students shall:

- Not engage in any form of academic misconduct at any time, including collusion, duplication of work, plagiarism, and all other forms of cheating
- Learn correct methods of source citation, including for Internet sources, and ask teachers for guidance. Ignorance of standard practice as taught in the programme shall not excuse students' responsibility for proper source citation.
- Ensure "that they complete their work carefully, honestly and authentically" (IBO, p. 16)
- Inform a staff member when they are aware another IB student or students have demonstrated academic dishonesty.
- Work collaboratively only in appropriate circumstances. Students are encouraged to form study groups, but they should always ask their teachers for clarification about what type of collaboration is appropriate before working with other students.

CHS IB Academic Malpractice Process

A faculty member completes an IB Malpractice Form.

For the first instance Academic malpractice with cheating, plagiarism, or other malpractice infraction, and any **Discipline infractions:**

1. The IB teacher will fully investigate the incident and gather as much information as possible.
2. The IB teacher will meet with the individual student to discuss the incident, giving the student a chance to discuss the situation and provide information about their actions.
3. If the student confesses or the accusation can be irrefutably proven, the teacher and/or the IB Coordinator calls the parents to inform them of their student's decision(s).
4. The student can possibly receive an "N" (or zero) for the assignment. The grade awarded will be at the discretion of the teacher and their policy as stated in their syllabus.
5. The student will complete and sign the completed IB Malpractice Form.
6. The IB Coordinator will finalize the form and meet with the student to discuss actions moving forward.

Revised 01/09/2024

7. The level of consequence will match the malpractice, with possible removal from the programme.
8. In every situation, the student will be counseled and educated on how to improve moving forward.
9. All documentation will be kept in the student's conduct files, and the incident will be logged in the Honor Code Violation Tracker kept in the IB Coordinator's Office.
10. The student will be placed on academic probation for a time period deemed appropriate by the IB Coordinator.

If there is a second incidence Academic malpractice:

1. The IB teacher will fully investigate the incident and gather as much information as possible.
2. The IB teacher will meet with the individual student to discuss the incident, giving the student a chance to discuss the situation and provide information about their actions.
3. If the student confesses or the accusation can be irrefutably proven, the teacher and/or the IB Coordinator calls the parents to inform them of their student's decision(s).
4. An IB Honor Council made up of 5 CHS educators, one instructor from each of the six academic disciplines, and across a variety of grade levels, and the IB Coordinator is convened. The student may bring a parent or guardian to sit in on the meeting if they so choose.
5. The faculty member who has written up the infraction presents the evidence of the student's actions.
6. The student can choose to respond to the allegation and answer questions from the IB Honor Council members.
7. The student and the faculty member bringing the allegation will be asked to leave and allow the IB Honor Council members to consult regarding their recommendation of action.
8. With the second infraction, the level of consequence may include removal from the programme.
9. The recommendation of the IB Honor Council is given to the school's Administration for final approval and/or implementation. A formal referral is filed with the Deans' Office.

For any Level 2-4 Discipline infraction(s), or multiple Level 1 Discipline infraction referred to the IB Coordinator is a violation of the IB Honor Code, the IB Honor Council is immediately convened and follows the same procedures as outlined above.

Whether you are specifically asked to sign the honor pledge for each IB assignment or not, it will be understood that as an IB student you will always be accountable to the following:

On my honor, I promise that I have neither given nor received help on this assignment/examination, nor will I pass on information to others.

I have read, understand, and agree to the terms of the IB Honor Code.

Student Name (print): _____ (circle one) Grade: 9 10 11 12

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____