



William Howard Taft High School

An IB World School



6530 West Bryn Mawr Avenue • Chicago, Illinois 60631
Telephone 773.534.1000 • Fax 773.534.1027

Mark Grishaber
Principal

TAFT HIGH SCHOOL ACADEMIC HONESTY POLICY

The purpose of this Academic Honesty policy is to communicate with all Taft High School stakeholders the expectations of all students at an IB World school. This policy outlines the definition of academic dishonesty and the responsibilities of the school, teachers, parents, and students in upholding the highest standards of Academic Honesty. This policy is reviewed annually.

Taft High School, an IB World School, closely follows the IB Learner Profile in all classes. One of the characteristics of an IB student is that they are principled. According to the IB Learner Profile a principled student strives to: "...act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences." (IB Learner Profile, IBO, 2013) Students who are principled should be truthful, sincere and straight-forward in their relationships, lives, and educational pursuits. Integrity is rooted in honesty.

Taft High School is responsible for providing annual professional development to teachers on recognizing and preventing academic misconduct and following the school procedures when academic misconduct is suspected. The school is responsible for communicating this policy annually to all students and parents, regularly reviewing the policy and procedures, and ensuring fairness and consistency across the school community.

Taft High School teachers are responsible for reviewing this Academic Honesty policy with students, communicating subject-specific examples and scenarios, and following the procedures outlined in this policy, including, but not limited to, using Turnitin, notifying the parent(s) and recording the incident in Student Logger.

Taft High School parents are responsible annually for reviewing and signing the Academic Honesty policy, discussing examples of academic misconduct with their student(s), and following the outlined procedures if an academic misconduct incident should occur.

All Taft High School students must accept responsibility for his or her personal conduct in both social and academic endeavors. Academic honesty means that students produce work that is their own. Academic dishonesty, in contrast, is a student's attempt to claim someone else's work as theirs, or to claim academic knowledge that they do not possess. Academic dishonesty can take many different forms and all are subject to disciplinary action. Examples of academic dishonesty according to the IBO organization may include, but are not limited to:

Plagiarism: Plagiarism is using someone else's words or ideas without acknowledging the creator and using the material as your own. It also includes computer programs, drawings, artwork, and all other types of work which are not the original work of the student. Examples of plagiarism are:

- Failure to cite the written words of an author without quotation marks
- Failure to footnote the source of material used
- Failure to cite references in a bibliography or works cited page
- Failure to cite the written words of an author that have been paraphrased
- Presenting another's creative work or ideas as your own
- Copying and pasting work from the Internet and submitting the work as your own
- Copying work or assignments from students who previously took the course
- Purchasing or downloading pre-written reports from online paper mill sites

Cheating: Cheating is the unauthorized use of materials, information, technology, study-aids or notes. It is also the giving or receiving of assistance on assignments that are intended to be individual work. Examples of cheating may include, but are not limited to:



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- Communicating with another student during an assessment
- Copying material during an assessment
- Allowing another student to copy from one's assessment
- Using notes or other forms of aids during an assessment
- Obtaining a copy of or information about an assessment from another student
- Copying another person's assignments
- Allowing another student to copy your assignments
- Allowing another person to complete assignments such as parents or friends

Collusion: Collusion is the secret cooperation between students in order to cheat or deceive others. Examples of collusion may include, but are not limited to:

- A student giving his/her own or other's work to another student so it may be copied
- A student providing information on how to acquire another student's work
- A student providing information, prior to an examination on how to obtain teacher assessments
- A student helping another student copy documents
- A student withholding knowledge of others involvement in acts of plagiarism

Duplication of Work: Duplication of work is submitting an assignment for different assessments. An example of duplication of work includes, but is not limited to:

- Submitting the same paper for 2 different assignments in different classes

The student is expected to uphold this policy in completing all school related work. No assignments are exempt from this policy. All Taft students are provided with an account on TurnItIn.com. Students are expected to upload assignments and papers as required by their teachers.

TAFT HIGH SCHOOL ACADEMIC HONESTY CONTRACT

All Taft High School students and their parents must agree to and sign the Academic Honesty Contract. Any student who violates this Academic Honesty Contract in any course is subject to disciplinary action.

I understand and will abide by the following:

1. I will do my own work. I will not copy another person's work and turn it in as my own. I will not receive unfair assistance from another student, parent, computer program, or any other unauthorized source on a project that was meant to be completed alone.
2. I will keep quiet during assessments. I will not talk to any student, look at anyone else's paper or computer screen, or allow anyone else to see my paper or screen.
3. I will not consult any unauthorized material or arrange to have access to information during an assessment.
4. I will not plagiarize. I understand that plagiarism is using the words or ideas of other authors in my papers without giving those authors credit. I will not copy text, graphics, musical scores, mathematics solutions, artistic layouts or presentations, or any idea in any form from another source without proper citation.
5. I will not take material from the Internet or another student's electronic files and use it as my own.
6. I will follow the directions of my teacher regarding whether it is acceptable to give, receive or ask for help on homework.



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7. I will not communicate assessment information or answers during or following an assessment.
8. I will not retrieve unauthorized information – whether on paper, in electronic form, or from another student—during an assessment.
9. I will not claim credit for work that is not the product of my own honest effort.
10. I will not provide access to material or information so that credit may be wrongly claimed by others.

I understand that if I violate this contract the following consequences will apply:

FIRST OFFENSE

Consequences for a first offense may include, but are not limited to, the following:

- Parental notification (required)*
- Incident recorded in Student Logger (required)
- IB DP, MYP or IBCP Coordinator notification (if applicable)
- Counselor
- Grade of zero for the assignment, test or project (students will be given the opportunity to redo the assignment)
- Feedback given by teacher (formative assessment) or project supervisor (Personal Project, Extended Essay, Reflective Project) on how to correctly follow Academic Honesty guidelines

SECOND OFFENSE

Consequences for a second offense may include, but are not limited to, the following:

- Parent/Teacher conference (required)*
- Incident recorded in Student Logger (required)
- IB DP, MYP or IBCP Coordinator notification (if applicable)
- Counselor and Dean of Students
- Grade of zero for the assignment, test or project (no makeup work will be given to compensate for the zero)
- One to three days suspension (per CPS Student Code of Conduct 3.8)

THIRD OFFENSE

Consequences for a third offense may include, but are not limited to, the following:

- Parent/Teacher conference (required)*
- Incident recorded in Student Logger (required)
- IB DP, MYP or IBCC Coordinator notification (if applicable)
- Counselor and Dean of Students
- Grade of zero for the assignment, test or project (no makeup work will be given to compensate for the zero)
- The student may receive a grade of F for the semester
- IB Organization will be notified of Academic Dishonesty on any IB internal/external assessment resulting in a penalty imposed by the IB final award committee
- The student may be removed from the IB DP, MYP, or IBCP program (if applicable)
- One to five days suspension (per CPS Student Code of Conduct 3.8)

***Student is given the opportunity and has the right to provide evidence of following the Academic Honesty policy when academic misconduct is suspected.**



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Parents and students:

Sign and return the following at registration:

I acknowledge that I have received the Academic Honesty Contract as well as the flyer “Are you completing your IB assignments honestly”. I have been informed that the Academic Honesty policy and “Effective citing and referencing” are available on the school website, and I understand that all classes at Taft will be following this policy.

I have read and understood this Academic Honesty Contract as well as the other materials received.

Student name: _____

Student CPS email: _____

Student Signature: _____

I have read and understood this Academic Integrity Contract as well as the other materials received, and have discussed them with my son/daughter. I agree to encourage compliance with the rules stated above. I understand that all classes at Taft will be following this policy.

Parent name (print): _____

Parent email: _____

Parent daytime phone number _____

Signature: _____