



MVHS International Baccalaureate Diploma Courses

Agreement of Guidelines for Academic Honesty

According to the IB Handbook of Policies and Procedures, “Each candidate must be in good standing at the school at the time of examinations...Students are expected to acknowledge fully and in detail the work, thoughts or ideas of another person if incorporated in work submitted for assessment and to ensure that their own work is never given to another candidate, either in the form of hard copy or by electronic means, knowing that it might be submitted for assessment as the work of that other candidate. It is a breach of IB regulations for a student to give or receive confidential information about IB examinations. Violations lead to disqualification.”

In order to maintain the integrity of the IB Program, the following guidelines will be understood by all students in IB courses during the 11th and 12th grade:

1. Mission Viejo High School defines cheating as “the actual giving or receiving of any unauthorized aid, answers, or assistance on any form of any academic work or exam.” Cheating includes looking at another student’s paper, taking credit for work that is not your own, talking or using an electronic device during an exam. It also includes using technological means to acquire assistance or provide assistance. Helping another student cheat on an exam, homework, or other assignment is also a violation of the Ethics Policy if it has been made clear by the instructor that students are to work on their own and not collaborate.
2. “Plagiarism is the act of using another person’s ideas or expressions in your writing without acknowledging the source.” Plagiarism is a violation of MVHS’s ethics policy. If you submit work that has been written or revised – in part or in whole – by another person, you are committing plagiarism. If you use an idea or image from a book, movie, speech, magazine, documentary, teacher’s lecture, journal, electronic source (which includes the Internet, blogs, Youtube, Tumblr, Instagram), etc. and then represent it as your original thought – even if it is expressed in your own words – then you have committed plagiarism.

Misconduct on International Baccalaureate Internal or External Assessments

IB will notify the coordinator of any alleged misconduct for internally moderated or externally assessed assignments. In addition, the coordinator will notify IB of suspected breaches of regulations if misconduct occurs during internal/external assessments or exams. Candidates, teachers, and the IB Coordinator are required to write statements explaining the alleged misconduct. The final judgment on the alleged misconduct is determined by an IB Ethics Board. Any Extended Essay, written paper, or assessment found to be plagiarized by MVHS faculty will not be sent to the International Baccalaureate Office for scoring, thus disqualifying the student from earning the full Diploma. They will however, be able to receive Certificates in any other IB class that they successfully complete. The student will not be qualified to wear the gold robe at graduation

A student who violates the Ethics Policy when submitting or taking an **International Baccalaureate internally or externally assessed** oral assignment, lab, or written paper will receive the following consequences per board policy AR 5131.9.

1. Administrator will assign off-campus suspension not to exceed five days
2. Administrator will contact parent/guardian
3. Student will be removed from the IB program
4. Student will receive no academic recognition at award events and will be removed from participation in the celebratory, promotion, and graduation ceremonies throughout the duration of the consequence. (The student will also forfeit the gold robe at graduation.)
5. Student will be ineligible and/or lose eligibility in all academic organizations (NHS, CSF, etc.) in compliance with the by-laws of the organization.
6. Student will be ineligible and/or removed from any elected or appointed leadership position.
7. Student may be recommended for other disciplinary action as deemed appropriate.

Misconduct on MVHS in-class assignments and exams (11th and 12th grade):

I. First Offense:

1. Teacher notifies school administration prior to contacting parent with details of offense and explains consequences including Academic Honesty Contract.
2. Automatic zero (0) on the test/assignment
3. Parent conference and contract is signed.
4. Document placed in student discipline file
5. Student given a "U" in citizenship for the semester
6. Student placed on contract in all classes for the remainder of the school year. Notification of probationary status communicated to student's current teachers.
7. Student will forfeit the privilege of wearing the IB gold robe at graduation.

II. Second Offense (The second offense by the student during the period of time on contract)

1. Teacher notifies school administration prior to contracting parent with details of offense and explains consequences including Academic Honesty Contract.
2. Automatic zero (0) on the test/assignment; "U" in citizenship and work habits in the class in which the second offense occurred.
3. Student may be suspended off campus not to exceed 3 days.
4. Student remains on contract for all remaining classes for the rest of the school year.
5. Parent conference
6. Student removed from any and all elected or appointed leadership positions for the rest of the year.
7. Student will receive no academic recognition, including valedictorian or salutatorian status at awards events or graduation ceremony.
8. Students will be disqualified from the IB Program and will not be permitted to wear the gold robe at graduation; universities and colleges may be notified of course changes.

III, Third Offense (The third offense by the student during the period of time on contract)

1. Teacher notifies school administration prior to contracting parent with details of offense and explains consequences including Academic Honesty Contract.
2. Student assigned an "F" in the class where the violation occurred.
3. Student may be suspended up to 5 days.
4. Student will lose privileges for the remainder of the semester in which the infraction occurred and one additional semester.

For classroom infractions (not those external or internal assessments sent to the IB) The accused student must file a written appeal within ten working days from the date of the infraction. Students who wish to appeal these penalties may do so to the local site Academic Committee which will be composed of three members: two teachers and an administrator. A student committee member, selected by the school site administration, may be added at the accused student's request. The student committee member will serve in the capacity of an advisor.

I, the undersigned IB student and parent, understand the need for maintaining the integrity of the IB Program, and I understand the guidelines and consequences of plagiarism and cheating. I have been given a copy of the IB Diploma Regulations.

(Student Signature) Date

(Parent Signature) Date

