

Harlem Village Academies High Academic Integrity Policy

Please see the below information on Cheating, Plagiarism, and Discipline from the HVA Student & Family handbook.

Cheating/Plagiarism

Cheating – Cheating is a serious offense. If a student violates school rules on an assessment or assignment, including, but not limited to, copying another student’s work, or giving another student his/her work, it is considered academic dishonesty, and the student will receive a consequence for this behavior.

Plagiarism – Plagiarism involves the stealing of someone else’s ideas or words as one’s own or the imitation of the language, ideas, and thoughts of another author (or person) and then passing them off as their own original work. If a student forges a signature, this is also considered Academic Dishonesty. Students who plagiarize will receive a consequence.

Academic dishonesty is categorized as a Level 3 Offense in the HVA Student & Family Handbook, which is eligible for the following consequences:

- Parent/Guardian Contact
- Student/Teacher Conference
- Out-of-School Suspension (up to 5 days)
- Family Conference (including re-entry restorative plan)

*High School: Students and families sign an academic honesty agreement at the beginning of the year. The consequences for violations of the policy are clearly outlined on the agreement. Please see the HVAH Student Honor Code Agreement on the following page.

HVAH STUDENT HONOR CODE (ACADEMIC YEAR 2025-26)

The HVAH academic program offers a quality education that not only provides knowledge, but also cultivates character. Honor is of great importance, for it is personal integrity that will influence and determine many of our actions and beliefs. This honor code applies to all students and all activities associated with HVAH. Schoolwork can be demanding and rigorous; while we encourage students to study together and discuss work, ethical conduct is expected at all times. As AI tools become more prevalent, HVAH is committed to fostering an academic environment where students learn to use these tools ethically, responsibly, and transparently.

What constitutes academic dishonesty and, as such, a violation of the Student Honor Code?

Violations include, but are not limited to, the following examples:

Use of Artificial Intelligence: The use of AI tools to produce a text, including the use of AI tools to generate text, problem sets, or creative work, without attribution; using AI for ideation, but submitting the results without attribution; using AI to enhance a draft, such that the final product no longer reflects the student's own ideas, voice, or effort; substitution of AI text for a student's original work; failing to document the use of AI in an IB submission.

Plagiarism: The intentional or unintentional failure to give clear credit to the author of any words/ideas not your own. This includes copying the words/ideas of others without attribution; the failure to quote and/or cite authors; the use of fake sources on any work product; the use of AI to create submitted work, without proper attribution.

Cheating: Using cheat sheets during exams; looking at someone else's paper during an exam; using or possessing an electronic device during a time that is not appropriate (i.e.: an iPhone or iWatch during a quiz or exam); using technology to translate texts and submit the work as your own; providing questions/answers or test information to peers about questions/answers on any quiz/exam; copying the annotations of another student into your book.

Copying: Providing work product and/or answers to other students; allowing others to copy work (including homework). Providing graded homework, annotations, lab reports, and/or notebooks to others so they can get credit for the work.

Academic Misconduct: Academic misconduct (malpractice) most commonly involves collusion or plagiarism and constitutes a formal breach of our code and IB regulations. However, there are other ways in which a candidate may be in breach of regulations, including (but not limited to): misuse of AI tools; falsifying CAS submissions and data; falsifying formal Extended Essay and/or TOK reflections; duplicating work to meet the requirements of more than one assessment component; fabricating data; taking unauthorized material into an exam room; disrupting an IB examination; passing on information that is or could be related to an IB exam; impersonating an IB candidate; stealing IB exam papers; disclosing or discussing the contents of an IB exam with a person outside the immediate school community within 24 hours after the examination; being in possession or - and/or using - unauthorized materials during an IB exam.

Inherent in this Student Honor Code is the responsibility of all members of the HVAH community to act with personal integrity and report violations of the Student Honor Code to their teacher or the IB Coordinator. Our community does not condone inappropriate behavior. There will be no informal warning given for violations.

When violations of the Honor Code are discovered, parents are notified and the incident is documented in the student's academic file; progressive disciplinary action – from earning a zero on the assignment with no option to redo the work, to losing credit for the course for the semester, to expulsion – may be taken by administration. As violations of the Honor Code can result in non-submission of student work to the IB, they can impact student graduation.

No work that violates the Student Honor Code will be submitted to the IBO for scoring. Therefore, any student who violates the Student Honor Code even once can put their graduation, IB certificate, or Full-IB Diploma status in jeopardy. The IBO takes academic honesty very seriously. Misconduct can result in the loss of all exam scores and the full-IB diploma. The IBO asks both the teacher and IB Coordinator to validate the originality of all student work; HVAH staff reserve the right to refuse to sign off on IB paperwork for students who violate the IB Student Honor Code.

I, _____, do hereby resolve and agree to uphold the Honor Code of
(please write your full name clearly)

Harlem Village Academies High. I shall refrain from all forms of academic dishonesty. I am fully aware of the consequences of violating the code. I recognize that academic programs are based on the foundation of freedom, trust, and respect and that academic honesty is essential to the existence and growth of any academic community. I agree to maintain a high standard of honesty and conduct at all times.

Student Signature

Date

Please circle one:

CLASS OF 2026

CLASS OF 2027

CLASS OF 2028

CLASS OF 2029