

# Inderkum High School Academic Integrity Policy

## PHILOSOPHY

The Inderkum community has the goal that students will behave with honesty and integrity. The teachers and administrators at Inderkum understand that pressure to get good grades can sometimes create the incentive to cheat. However we firmly believe that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school.

### Definition of Academic Dishonesty

Academic dishonesty is using a person's work, concepts, designs, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as theft or falsification of records and files.

### Forms of Academic Dishonesty (examples include, but are not limited to, the following):

- Looking at someone else's work product, or knowingly allowing someone to look at one's work product during an exam, test, or quiz
- Using any kind of unauthorized "cheat notes" during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Having unauthorized access to or using stolen exams, tests, or quizzes
- Providing or selling exam, test, or quiz information to other students
- Using an electronic device (calculator, cell phone, camera, etc.) to give, receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Lying about attendance or the ability to complete assignments and/or assessments
- Lying about other people being responsible for low grades or missing scores/assignments
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, passages from an un-cited source while writing a paper or doing research
- Using the views, opinions, or insights of others without proper acknowledgement
- Fabricating or altering laboratory data
- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only

## Teacher's Professional Judgment

A teacher's professional judgment guides the implementation of the Inderkum Academic Integrity Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in the light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the Inderkum Academic Integrity Policy.

## CONSEQUENCES AND PROCEDURES

This policy will be enforced cumulatively throughout a student's high school career. It will apply to more significant assignments, including, but not limited to, essays, projects and tests. Cheating/dishonesty on more routine assignments such as daily math homework or end of chapter questions will be handled by the classroom teacher, though the teacher may still refer the student under this policy if the behavior persists. The significance of the assignment is at the teacher's discretion.

When a student has been found cheating, the consequences and procedures for each instance are as follows:

### First Instance

- A. A referral will be submitted to the administration and **evidence will be provided**. The student(s) may be suspended from the teacher's classroom for the next two class periods. **(classroom teacher)**
- B. The student(s) will be required to complete an alternative assignment demonstrating mastery of the essential concepts and skills. A maximum of 50% of the total point value of the assignment will be granted. **(classroom teacher)**
- C. The teacher will notify the parents/guardians and inform them of the consequences prior to the classroom suspension. **(classroom teacher)**
- D. The administration will send home a letter documenting the incident and informing the student and parents of the consequences for the second offense. **(administration)**

### Second Instance

- A. A referral will be submitted to administration along with **evidence that cheating has occurred**. The student(s) may be suspended on-campus for two days. **(classroom teacher)**
- B. The student(s) will be required to complete an alternative assignment demonstrating mastery of the essential concepts and skills. However, "0" points for the assignment will be granted. **(classroom teacher)**
- C. The administration will send home a letter documenting the incident and informing the student and parents of the consequences for the third offense. **(administration)**
- D. The student(s) will be suspended from any extra-curricular activity for a period of five to thirty days. **(administration)**
- E. The student(s) will not be eligible for valedictorian status in his or her senior year. **(administration)**

- F. If a student violates this policy in an Advanced Placement, International Baccalaureate or an honors course and it is a second offense, he/she will be dropped from the course and placed in a lower level class. **(administration)**

#### Third Instance

- A. A referral will be submitted to administration along with **evidence that cheating has occurred**. The student(s) may be suspended off campus for three days. **(classroom teacher)**
- B. The student(s) will receive a failing mark in the course. **(classroom teacher)**
- C. A parent conference will be required. **(administration)**
- D. The student(s) will be suspended from any extra-curricular activity for a period of fifteen to thirty days. **(administration)**
- E. The student(s) will not be eligible for valedictorian status in his or her senior year. **(administration)**

#### Appeals Process

Students wishing to contest decisions resulting from the administration of this policy may submit their appeals in writing to the principal.

### SHARED RESPONSIBILITY FOR ACADEMIC INTEGRITY

Administrators, teachers, parents/guardians and students must understand, accept and share responsibilities if this policy is to be effective.

#### Student Responsibilities

The student will:

- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work; do not lend or borrow work
- observe test time limits
- do not look at another's test or allow his or her test to be seen
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as his or her own the work of a parent, brother, sister, or anyone else
- not change a test item in any way when the test is returned for review
- not allow one member of a team to do the whole task
- learn how to attribute properly by citation, footnote, and bibliography
- not enter teacher offices and other restricted areas without permission and/or being accompanied by a staff person

## **Parental Responsibilities**

The parent/guardian will:

- communicate to the student values of moral and ethical behavior
- refrain from placing undue pressure for high grades at any cost
- be aware of a student's need for a quiet time and place to study
- support the student's efforts, but not do the work assigned to the student
- encourage wise use of time

## **Teacher Responsibilities**

The teacher will:

- review at the beginning of the year the policy along with their course descriptions/syllabi that spell out clearly the consequences for academic dishonesty in their classes; review the various examples and forms of academic dishonesty that should be avoided
- be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work"
- inform students if unannounced tests will be used in the course
- ensure that grades in the grade book and/or computer are private and secure
- assist in collecting signed policy Student Agreement statements

## **Administrator Responsibilities**

The administrator will:

- provide copies of the policy to all teachers for distribution to students
- place signed policy Student Agreement statements on file
- support teachers in administering discipline and upholding the policy
- record incident/follow-up action in the student log about the outcome of the referral
- review on a case-by-case basis the need to reference infractions
- communicate with teachers about students who have prior violations
- collaborate with teacher in maintaining a secure digital and physical environment
- review and resolve appeals

## IHS Academic Honesty Policy

As an Inderkum student, I will take advantage of the opportunity to learn and take pride in my work. Being academically honest means

- I do my own work and expect others to do theirs.
- I may ask for assistance but never ask to copy an assignment.
- I keep my eyes on my own test and protect it from the view of others.
- I wait until all classes have taken a test before I discuss the content.
- I do my share of the work for a group project.
- I give credit when paraphrasing or quoting others.
- I stay out of teacher and staff areas unless I have permission.
- I report incidences of academic dishonesty.