



## Loveland High School Academic Honesty Policy



### **LHS Honor Code:**

Loveland High School is a learning community in which all members are held to high standards of academic honesty. We know that honesty and integrity are fundamental to learning, establishing trust and personal development. These values are central to promoting personal responsibility, becoming principled and balanced learners who take pride in ourselves and our school.

### **LHS Honor Pledge:**

As a member of the Loveland High School community, I pledge to represent myself truthfully, claim only work that is my own and engage honestly in all academic assignments and assessments.

### **Purpose:**

We understand that all members of the LHS community are responsible for demonstrating and fostering academic honesty. This includes students, teachers, administration, support staff and parents. Each member has certain rights and responsibilities regarding upholding academic honesty and avoiding academic dishonesty and misconduct.

### **Scholastic Dishonesty/Academic Misconduct is defined as, but not limited to any of the following behaviors:**

- copying/plagiarizing (intentional or unintentional)
- cheating
- using other's work in any fashion or sharing your own work with another student
- obtaining advance copies of tests (either as a hardcopy or digitally)
- removing answer booklets or keys
- use of cell phones, social media, taking photos, illicit or unethical use of technology before, during or after assessments
- unauthorized assistance of any kind, including use of online translators Key word: "unauthorized"- many ELD students have this accommodation
- providing answers beyond the parameters of cooperative work as authorized by the instructor
- TSD Discipline Code JICDA, section 16 further states that "scholastic dishonesty includes but is not limited to cheating on a test, altering student records, plagiarism, or unauthorized collaboration with another person in preparing written work."

### **The disciplinary procedure for academic misconduct is as follows:**

Upon each incident of suspected academic misconduct: The teacher will notify the student, the students' parent(s), and file a referral to the grade-level principal. The teacher, administrator and counselor may choose to advance in one or more of the following ways, based on the seriousness of the offense and whether it is the first, second or third offense:

- a conference with the student
- a written reflection by the student on his/her of the misconduct infraction by the student
- an opportunity for the student to re-do the assignment after conferring with student to check for understanding that he/she knows how to correct the error
- an opportunity for the student to do an alternate assignment
- a failing or zero grade on the assignment

- the forming of a problem-solving team that includes any or all of the following: the student(s), the teacher, the grade level administrator, the IB counselor, the IB coordinator, and/or the student's parent(s)
- academic probation
- suspension

**LHS Academic Honesty Roles & Responsibilities**

All members of the LHS community should demonstrate and expect a high level of academic integrity from all other LHS community members, including students, families, teachers, and administrators.

**Students**

- **Responsibilities:**
  - To be aware of and apply academic honesty procedures as students.
  - To act with academic honesty and integrity in their assignments, assessments and interactions with other students.
  - To understand and accept the consequences for academic misconduct.
- **Rights:**
  - To receive assessments and assignments with clearly explained parameters and criteria.
  - To ask clarifying questions surrounding assignments, assessments, criteria and parameters.
  - To receive due process for any suspected act of academic misconduct.

**Teachers**

- **Responsibilities:**
  - To provide clear expectations and model, teach, and execute academic honesty and integrity.
  - To understand, educate, and provide equal enforcement of the academic honesty policy.
  - To teach and emphasize appropriate citation, referencing, collaboration and technology use.
- **Rights:**
  - To receive support from colleagues and administrators in informing students about academic honesty procedures and enforcement using due process.

**Administrators**

- **Responsibilities:**
  - To promote a culture of academic integrity and honesty throughout the school.
  - To support, intervene, and enforce the academic honesty policy.
- **Rights:**
  - To ask for documentation from teachers as well as feedback from all parties involved in suspected academic misconduct to come to a decision.
  - To arrange and facilitate meetings with involved parties when necessary to address issues with academic honesty and misconduct.

**Academic Honesty Agreement:**    **Student name:** \_\_\_\_\_ **Grad. year:** \_\_\_\_\_

I have reviewed the LHS Academic Honesty Policy and understand my rights and responsibilities, as pertaining to Academic Honesty. As a member of the Loveland High School community, I pledge to represent myself truthfully, claim only work that is my own and engage honestly in all academic assignments and assessments.

Signatures: \_\_\_\_\_

Student name	Student Signature	Date
Parent name	Parent Signature	Date