

Norterra Canyon Academic Integrity Policy

Norterra Canyon supports practices and character traits related to academic honesty, particularly integrity and excellence. This academic honesty policy will prepare our students to practice these foundational skills and develop them to become honest, lifelong learners. At Norterra Canyon, we expect all students to submit work for assessment that is authentic and original, fully acknowledging the ideas and thoughts of others. We expect our teachers, students, and community to be the finest role models of this character trait. Our policy is guided by the IB publication, Middle Years Program MYP: From principles into practice (September 2014), and is supported by our school's Mission and Philosophy. Our school treats academic dishonesty as a very serious matter; therefore, our school will ensure that our students understand academic honesty, receive guidance on academic writing, research, and creation of projects, and know the consequences of malpractice.

The principle of academic honesty is at the core of Norterra Canyon Pirate PRIDE. In all our actions, faculty and staff encourage students to *persevere* toward *excellence* by leading a life governed by the values of honesty and personal *integrity* that fosters a *respect* for the *diversity* and uniqueness of each individual.

Definition

The Academic Honesty Policy clearly sets the expectation for the school community (students, staff, parents, and community members) in regards to how we represent ourselves with work that we have completed and stated as being our own, how we fairly and correctly give credit or recognition when using the work created by others, and how we create an honorable and trustworthy learning environment. This policy gives everyone involved a common understanding of what it means to have authentic work; likewise, it explains what inappropriate work or malpractice would be. Also, the policy lays out the responsibilities of all parties in encouraging principled behavior in the learning environment of our school with the desire to avoid malpractice before it happens.

Plagiarism

Plagiarism is considered the act of knowingly using or closely imitating the language, thoughts, or ideas of another person and representing them as your own without authorization or credit to the original author. Plagiarism equally applies to work other than text (ie. art, music, etc). It is important that students understand how to appropriately use another author's work in their assignments to avoid both intentional and unintentional instances of plagiarism.

Examples:

- Representing others' work as your own including the use of AI generated material.
- Submitting non original work that is not cited and appropriately referenced.
- Copying information from a book, song, or website.

- Misusing quotation marks, paraphrasing, and in text citations that make authorship unclear.
- Failing to identify source of elements of nonverbal work (i.e. artwork, dance, photograph, proofs, musical composition, etc).
- Using online language translators unless explicitly allowed.
- Turning in work that cannot be replicated by the student, e.g.: computer coding or a foreign language assignment.

Collusion

Collusion is considered to be supporting malpractice by another student, including allowing one's work to be accessed or copied or submitted for assessment by another student.

Examples:

- Helping someone else cheat.
- Allowing your work to be copied and/or submitted by another student.
- Completing individual portions of an assignment, then exchanging work with students who completed different portions (unless directed by the instructor).
- Representing significantly unequal work as an equal collaboration.
- Writing a paper or doing homework for another student, whether the student is in the current class, is using the work of a student from a past school year, or is completing work for compensation.
- Sharing information about assessment questions and content with other students.

Collusion is to be contrasted with collaboration, which we define as multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines. It is important to note that teachers must be clear with assignment guidelines to specify what collaboration versus collusion is on any given task.

Artificial Intelligence

In the Deer Valley Unified School District, we are committed to providing our students with the best possible education while ensuring their safety, privacy, and well-being. As part of our ongoing efforts to enhance learning experiences, teachers may incorporate generative Artificial Intelligence (AI) in the classroom for students.

Students must adhere to the specific guidelines provided in the assignment details. Teachers should direct students to contact their teacher before submitting classwork if the student is unsure if the tool or website they are using is permitted on a specific assignment.

Duplication of Work

Duplication of work is considered submission of the same work, for different assessment or curriculum components. All assignments should be created for the course or assessment unless discussed with the instructor in advance.

Unfair Practice

Unfair practice is defined as any action that gives a student an unfair academic advantage or misrepresentation of students' work.

Examples:

- Falsifying records
- Falsifying data
- Sharing passwords, using unauthorized material
- Disclosing information about assessments
- Altering grades
- Phony citation
- Impersonating another person
- Misconduct during testing times

It is the understanding of all school personnel that when a student puts his or her name on any assignment, they are submitting it as their own and acknowledging original ownership.

Roles and Responsibility in Supporting Academic Honesty

Faculty: (including teachers, counselors, media specialists, support, and paraprofessionals)

- Periodically review the Academic Honesty and Integrity Policy for each class.
- Understanding the difference between appropriate collaboration versus collusion with each assignment.
- Provide guidance to students on study skills, academic writing, research, and appropriately citing sources.
- Teachers/Librarians and subject teachers will teach a recognized citation convention for written and non-written works. Acceptable format will include simplified MLA provided by recommended resource databases and/or as formatted in *Citation Machine* online.
- Demonstrate and model academic honesty in presentations, etc.
- Teacher will report academic dishonesty through a referral to the school counselor. The counselor must log the incident in PowerSchool and determine if it needs to be referred to administration.
- Assure students in your class understand that when they submit a task as their own, they are representing that they have not received nor given aid on assignments or assessments. Teachers can opt to ask students to use their signature to explicitly assure this point if needed.

- Minimize temptation for malpractice in assignments/assessment situations by creating a culture of honesty and by holding students accountable.
- Communicate with students, parents, counselors, administrators, with concerns and malpractice offenses.
- In the instance of malpractice, the reflection discussion with students may include teachers, administrators, and counselors.

Students:

- Signing the Code of Conduct form each year confirms understanding of academic honesty policy.
- Understand that putting your name on an assignment certifies it as your own work..
- Understand that submitting your work online certifies it as your own work.
- Understand and use proper citation expectations for assignments (Simplified MLA)
- Ask for guidance from teacher and/or teacher/librarian when you are unsure.
- Report malpractice violations to a trusted school employee.
- If an incident of malpractice occurs, either intentional or unintentional, the student will complete a reflection process with the instructor. The incident may require subsequent conversations with the counselor and/or administrators.

Administration:

- Ensure that the academic honesty policy is published for all staff, students, and parents.
- Communicate the expectation for the academic honesty policy to be applied consistently throughout the school.
- Support academic honesty policy and investigate all counselor/teacher reports of malpractice.
- Provide the opportunity for staff development and guidance on academic writing and referencing systems.
- Establish consequences for malpractice incidents referred by counselor.

Parents, guardians, and/or outside support:

- Read/sign Code of Conduct form.
- Encourage your child to practice academic honesty.
- Hold your student accountable for the integrity of their work.
- Address concerns of academic misconduct/malpractice with your student and school personnel if necessary.

Consequences

The teacher will discuss malpractice incidents with the student and, as appropriate, refer to counselors and administration. Age appropriate consequences will be administered within the school's discipline protocol, based on frequency and recurrence of the violation. The counselor or administrator will log all incidents in PowerSchool. School staff will report the incident to parents/guardians.

Communication Plan

This academic honesty policy will be published on the school website, discussed in August with each grade level, and published in student planners where appropriate.

Review of the Academic Honesty Policy:

This will be reviewed and updated accordingly by Norterra Canyon.

- Written, September 2017
- Revised, January 2021
- Revised, October 2024

Academic Honesty Responsibility Acknowledgement

Norterra Canyon School takes academic dishonesty seriously and has provided each student and parent with access to a copy of the Norterra Canyon School Academic Honesty Policy.

STUDENT ACKNOWLEDGEMENT

I have read the academic honesty policy document and understand that adhering to this policy will allow me to turn in quality work that I produced independently and of which I can be very proud.

A violation of the Norterra Canyon Academic Honesty Policy will result in a “No Credit” for the assignment or assessment, a reflection meeting with the teacher, and possible referral to the counselor and or administrator.

Student Name _____ Date _____

Student Signature _____

PARENT ACKNOWLEDGEMENT

A parent/guardian by signing below acknowledges the importance of a student's academic honesty, will support and promote the Norterra Canyon Academic Honesty Policy, and will encourage the student's appropriate engagement with the requirements and expectations of the policy.

Parent Name _____ Date _____

Parent Signature _____