

# WEST PARK HIGH SCHOOL

## Academic Integrity Policy

**Mission Statement:** *We value people and we love to learn.*

### **Policy:**

Honesty and integrity are the foundation of trust, and one's character, competence, and human interactions are governed by trust. The integrity of our school as an academic institution is predicated on the principle that the advancement of knowledge requires all students and instructors to respect the integrity of one another's work and to recognize the importance of acknowledging and safeguarding intellectual property. Our academic community will be judged by the honesty of our communications, spoken and written. To that end we recognize that students or staff who engage in any academic malpractice create situations that are detrimental to their academic and ethical development and progress. Academic malpractice of any form (including plagiarism and cheating) is an obstacle to achieving our goals.

*Academic malpractice* constitutes acts which result or may result in an individual gaining an unfair advantage.

- Plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it as one's own.
- Collusion: supporting malpractice by another student, as in allowing your work to be copied or submitted for assessment by another student.
- Copying: taking the work of another student, with or without his or her knowledge or giving your work to another student for copying purpose.
- Duplication of work: presentation of the same work for different assessment components or curriculum requirements.
- Misconduct during an examination: including the possession of unauthorized materials (ie. phone) during an assessment or exam, communicating with another student without teacher permission or having unapproved student aides, using cheat notes or stealing tests.
- Dishonest reporting: creating or altering data or signatures; collecting information in an inappropriate manner including the falsification of any records such as grades, personal project, and community service or CAS records.
- Fabricating: making up or creating unsubstantiated research and or data.

### **Examples:**

Examples of Plagiarism include (but are not limited to) the following:

- copying answers to homework from a friend during tutor group
- cutting and pasting material off the internet and using it in a speech or essay without citing the original source
- having a tutor edit and rewrite parts of work
- having an outside source build a model or paint something
- repeating the exact words used by a teacher (verbally or in writing)
- copying dance sequences from music video sequences
- pasting pictures in research work without citing the original source
- rewriting a paragraph in own words, but clearly only using the ideas and structure of the source you are reading

- changing the lines of a published play without the consent of the playwright

Examples of **collusion** include (but are not limited to) the following:

- giving a friend in the same class a copy of the homework
- allowing an assignment or project to be copied
- telling a student what material appears on a math test
- hiding the truth from a teacher when it is known that someone is cheating
- passing a project to another student to be used as their own work
- sharing of work between siblings in different year levels

Examples of **cheating** include (but are not limited to) the following:

- using notes on a test when notes are not permitted
- using answers from another student on an assignment or assessment
- looking up solutions to a test from a website
- inputting formulas into a calculator prior to an exam
- texting solutions to another student or receiving solutions from another student
- obtaining an assessment before the assessment is administered
- unauthorized use of a calculator or computer on an assignment

Examples of **fabrication** include (but are not limited to) the following:

- making up data from a science experiment
- listing a source in a works cited page when the source was not used
- lying about a need for an extension for an assignment
- tampering with a gradebook

### **Consequences:**

Students who violate the Academic Integrity Policy as determined by teacher or administrator are subject to the following consequences\*:

#### **1st Instance/Level 1\***

1. Teacher will confer with the student.
2. Student may lose credit or be asked to redo the assignment.
3. Teacher will notify the parents/guardians.
4. Teacher will enter as Pre-Referral in Aeries.

#### **2nd Instance/Level 1 or 2\***

1. Teacher will confer with the student.
2. Student may lose credit or be asked to redo the assignment.
3. Teacher will notify the student's counselor.
4. Teacher will notify the parents/guardians.
5. Teacher will enter as Refer to Intervention in Aeries for administration follow up.

#### **3rd Instance/Level 1, 2 or 3\***

1. All third instances will be reviewed by an Academic Integrity Committee comprised of a counselor, an administrator and at least two teachers.
2. Administrator will arrange a student/ parent/ teacher/counselor conference if requested by any of the parties involved.
3. Same as 2nd Instance
4. Administrative action/sanctions will be decided by the committee and could include:
  - Detention and/or Suspension
  - Loss of honors weighting credit for course
  - Denial of position as a Teacher Assistant or Teacher Intern
  - Loss of eligibility in any site Honors Societies (e.g. NHS, CSF)
  - Loss of eligibility for any academic merit recognition in the junior or senior year

\*It is possible that an infraction may be of such a serious nature, such as cheating on a final exam or plagiarizing a semester project or essay, than the teacher and principal may need to bypass any part of all of the first two steps and the "3rd Instance/Level" consequences may be administered.

Any infraction is recorded in student records and could also affect student's consideration for academic awards, participation in academic merit clubs, and consideration for valedictorian and/or salutatorian.

If a student's name is placed on the Academic Integrity list, after one calendar year a student may appeal and submit a reflection paper and meet with the Academic Integrity Committee to request his or her name be removed.