POLICY: Academic Honesty

Preamble

An integral aspect of preparing students for a changing world involves developing the ability to make appropriate and ethical choices regarding each individual's actions within the community. It is our responsibility as educators to provide students with the tools necessary to identify improper use, avoid plagiarism and cheating, collaborate responsibly with others, and appreciate the inherent value of academic honesty.

As artificial intelligence becomes increasingly integrated into education and everyday life, students must also learn to use these tools responsibly, ethically, and transparently. AI may be used for academic purposes only when authorized by the teacher and in accordance with the expectations established for the assignment. Students remain responsible for the accuracy, originality, and integrity of all work they submit. Presenting AI-generated content as one's own, using AI to complete work without authorization, or failing to disclose its use when required constitutes academic dishonesty.

The following policy will guide the Thornton Academy community in adhering to our standards of academic integrity.

Definition

Academic Honesty is defined as valuing and demonstrating positive regard for personal integrity and truthfulness, as well as, the intellectual property rights of others.

Responsibilities

Thornton Academy Employees will:

- Model and teach academic integrity so that all students are able to produce original work.
- Examples
  - Share exemplars of original vs. unoriginal work
  - Teach how to properly cite the work of others
  - Post research and style guidelines on course Moodle pages

Students will:

- Use the shared skills and resources provided to create original work. When students feel they are not in a position to produce original work, they will seek assistance from their instructor(s) so they can avoid an infraction.
- Examples
  - Make use of resources provided by faculty and staff, including the Student Guidelines posted on the library's Moodle page
  - Seek assistance from appropriate faculty or support staff

Parents will:

- Support students and staff in creating a community where students will create original work.
- Examples
  - Guide students in taking advantage of academic resources provided by faculty and/or posted on course Moodle pages, thorntonacademy.org, etc.
  - Communicate with staff when a student is struggling with an assignment
  - Support the faculty in helping students recognize the importance of this policy and the value of academic honesty

Documentation

If a teacher determines there is sufficient evidence of academic dishonesty on the part of a student, the following actions will be taken:

1. The teacher will discuss the incident with the student(s) involved.
2. The teacher will complete the Infraction Form and provide a copy to the student and to the Deans' Office.
3. The teacher will notify the student's parent(s)/guardian(s) to discuss the infraction and subsequent consequences.
4. If the student chooses not to appeal, the Deans' Office will record the incident in PowerSchool and retain the documentation.

Range of Consequences

Academic Honesty infractions are cumulative during the student's entire attendance at Thornton Academy.

For a first offense, a teacher will impose one or more of the following consequences:

- Require the student to resubmit the assignment for a modified grade
- Assign a reduced grade or zero (0) for the assignment
- Assign a before or after-school teacher detention

For subsequent or multiple offenses, a teacher will impose one or more of the above AND one or more of the following consequences after consulting with an administrator:

- Reduce a student's quarter grade by a maximum of 10 percentage points
- Revoke AP or honors weight for a course
- Notify post-secondary institutions, including academic or other bodies
- Retract letters of recommendation, or other awards and commendations
- Recommend an appropriate course placement/level change

Appeals

It is the responsibility of the student to demonstrate why the allegation of academic honesty should be overturned. A student may exercise their right to appeal the allegation by following the process below:

1. Within 5 school days of being notified of the allegation, the student must return the completed Infraction Form to the Deans' Office.

2. The student must attach a written statement and substantiating documentation that demonstrates grounds for appeal.
3. The Appeals Committee, consisting of two members of the faculty and one administrator, will consider the documentation and decide to either uphold or dismiss the allegation. The committee may request additional information from appropriate parties.
4. The student and teacher will be notified of the committee findings in writing. The decision of the Appeals Committee on these matters is final.
5. Upon completion of the process, the Deans' Office will take appropriate action with regard to filing the decision.