

Academic Integrity Guidelines Island Trees High School

The Island Trees School District seeks to create an academic environment based on integrity, honesty, and hard work. Students are expected to maintain high standards of personal honesty at all times, presenting only their own work for class assignments, quizzes and tests, reports and projects. Academic integrity is violated when a student obtains credit for, or is evaluated on, work that is not his or her own.

The two most common forms of academic dishonesty that we encounter in the classroom are cheating and plagiarism. The administration, faculty, and student body all work together to develop a school culture which praises and fosters academic integrity. Cheating and plagiarism limit a student's ability to realize his or her own potential, destroy the trust between a teacher and a student, and compromise other students' academic standing.

Academic Dishonesty

Plagiarism is using someone else's words, thoughts, or ideas as one's own, whether intentional or not. This information, whether in the form of a quotation, paraphrase or summary, must be properly documented. Some examples of plagiarism include but are not limited to:

- Using an idea from another writer without giving credit to the writer, even if summarizing thoughts, words, images or sounds.
- Copying word for word from any source including books, other students' papers, or **cutting and pasting information from the Internet** without citing the source. This includes copying a whole paper, an entire paragraph or just a few sentences or phrases. Basically, turning in another's work as your own.
- Copying directly, without making changes, alterations or adaptations from a drawing, painting, illustration, photographic image or graphic symbol without citing the source.
- Using any language translation program, including but not limited to online translation websites, computer translation software, and portable electronic translators.

Avoiding Plagiarism: All but common knowledge must be cited in the MLA, APA or other recognized format. To ensure student success, these formats will be explained and addressed in English classes at each level. Rules and examples for citing sources are available in the *MLA Handbook for Writers of Research Papers*, available in the library and on the Island Trees High School Library webpage (www.islandtrees.org). When in doubt, students are encouraged to check with their teacher or the school librarian.

Cheating is to deceive or mislead someone, especially for personal gain; to break the rules in an attempt to secure an unfair advantage. Some examples of cheating include (but are not limited to):

- Referring to unauthorized notes or devices during a quiz or test which may include but not be limited to the use of Cliff Notes, crib sheets, personal notes, electronic inscriptions, and/or the use of electronic devices used to store, receive, share or retrieve information.
- Obtaining copies of a test or information about the contents of a test without the teacher's knowledge.
- Copying answers from another student during a test or exam, or as part of a project, homework assignment, class work or lab work.
- Assisting another student to cheat by allowing him/her to copy answers during a test or exam, or as part of a project, homework assignment, class work or lab work.

Consequences

When dealing with cases of academic dishonesty, (cheating and/or plagiarism) the following actions will be taken:

1. The student's parents or guardians will be notified of the infraction.
2. The teacher will assign a "0" for the assignment.
3. If the assignment is only worth one grade, it will remain a zero. If the assignment is weighted more than one test grade, the student will be given an opportunity to redo and resubmit the paper or project for reevaluation. The grade for the originally submitted work will be one "0", and the grade on the subsequently resubmitted assignment, since it is technically turned in past the due date, will not exceed a grade of 85.
4. If applicable, a report will be made to the National Honor Society Faculty Committee who may choose to suspend the member, rescind his/her ability to wear the honor society cords at graduation and remove his/her name from the graduation program as a NHS member, or any other suitable consequence.
5. Academic misconduct could also result in other consequences outlined in School Board Policy #5300.

Repeated Offenses

Blatant or repeated violations of the Academic Integrity Guidelines may have a significant negative result, impacting on such things as college recommendations and scholarships, removal from leadership positions in the school community, and the loss of any award recognition, or opportunity that might normally be expected during the school year.

In order to compose a document that reflects best practices, the Academic Integrity Committee conducted extensive research on academic integrity and plagiarism. After examining existing guidelines, consulting with a number of local districts, and reflecting on the needs of our building, we adopted information from other districts' policies when composing our document. We are confident our "Academic Integrity Guidelines" will reinforce the high standards expected of students across grade levels and subject areas.