

# ACADEMIC INTEGRITY POLICY

Century High School | 1000 East Century Avenue | Bismarck, ND 58503

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## PHILOSOPHY

The Century High School community believes in Character, Honor, and Success (CHS). A student of respectable character acts with integrity, which contributes to a fair learning environment and promotes pride and respect for education. Teachers and administrators understand the academic pressure, the strain on time, and the ease of access to information, tempting students to compromise academic integrity; however, telling the truth and defending academic fairness -- even when it is difficult -- is important for intellectual and character growth and important in fostering a healthy community. At CHS, we believe in the value of active engagement and perseverance throughout the learning process, which will develop traits that will benefit students throughout their lifetime.

## PURPOSE of the POLICY

- To support, promote, and protect an ethical learning environment
- To create consistent standards and expectations for all members of the academic community of CHS
- To assist students in learning responsibility for one's own academic work

## DEFINITIONS

### **Academic Integrity**

- Valuing and demonstrating positive regard for intellectual honesty and personal truthfulness
- Learning for the sake of learning as opposed to completing something only for a grade
- Respecting the creations and ideas of others
- Representing your own work honestly and accurately; taking full credit for your own work and giving credit to others who have helped or influenced you
- Reporting breaches of academic integrity to a teacher, counselor, or administrator

### **Collaboration**

Collaboration is an essential component in learning, growth, and achievement, which involves working together as equals to achieve a shared goal. Collaboration is NOT the giving and taking of answers without any attempt at learning.

### **Plagiarism**

Using a person's words, work, concepts, designs, ideas, research, or documentation without giving proper credit to the source

### **Cheating**

Seeking to earn (or helping someone else earn) credit or improve scores through any deceptive means; taking credit for what is not your work and evidence of what you know; using or providing unauthorized resources in preparation for and/or during assessment or during completion of work; theft or falsification of records and files

**EXAMPLES** of academic dishonesty include, *but are not limited to*:

- Copying any work assigned to be done independently or letting others copy your work
- Working together on graded coursework without permission of the instructor

- Using any kind of “cheat notes” during an assessment (written, signals, photos, electronic devices, recordings of information being assessed, etc.)
- Presenting someone else’s information, ideas, or work as your own (with or without the author’s permission) or allowing someone else to present your work as his or her own
- Submitting the same work for more than one assignment without permission from your teacher(s)
- Taking shortcuts (such as unauthorized use of study aids, use of online support services, or buying a paper from a service) that allow you to bypass steps of an assignment or that do the work for you
- Sharing questions and/or answers to assessments or other work (verbally, digitally, written, etc.)
- Altering corrections or scores with the intent of changing your grade
- Misrepresenting yourself to your teachers in regard to the work you have done, such as saying you’ve turned in an assignment when you did not, or that you’ve worked hours longer than you actually did to complete an assignment, or that you have written a paper when someone else did
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam
- Missing class in order to avoid turning in an assignment or taking an assessment
- Claiming credit for work in a group project when work was done by others
- Making up data on a lab assignment or making up sources to use as a citation in a paper

## SHARED RESPONSIBILITY

While we understand that academic dishonesty is not a new issue, nor is it confined within the school walls, we do believe that it is important to create a culture of academic integrity and expose students to high standards. Our goal reaches beyond reducing cheating; our goal is to ultimately guide students to a path that leads them to become productive citizens, and the most effective way to be successful in that endeavor is to share the responsibility for that task.

### Student responsibilities

- Read and understand the school’s and the teachers’ academic integrity policy
- Set aside sufficient time to study and complete work; use that time to persevere through the task rather than spending equal amounts (or more) time strategizing how to cheat
- Participate actively in class and attend regularly
- Protect your work; do not allow other students to use your work or claim your work as their own
- Practice self-control and restraint when tempted to take the ‘easy’ way out with SparkNotes, online ‘support’ services or apps, shared photos of the assessment, copying others’ work, etc.
- Ask questions. Ask the teacher for help or clarification if you are unclear
- Take responsibility for doing your fair share on collaborative assignments; do not allow one member of a team to do the whole task
- Learn how to cite sources and attribute information correctly
- Report to the teacher if cheating is taking place; resist the temptation to cave into the “this-is-not-my-problem” justification – stand up for academic integrity

### Parent responsibilities

- Read and understand the school’s and the teachers’ academic integrity policy
- Help the student understand the value of academic integrity, of moral and ethical behavior, and expect the student to comply with the school’s policy
- Model integrity

- Refrain from placing undue pressure for high grades at any cost – keep the priority on the learning over the grade
- Support the student’s efforts, but do not complete the assignment for the student
- Require students to do their own work
- Be aware of a student’s need for a quiet time and place to study
- Encourage time-management skills
- Support the school’s response to academic integrity violations

### **Teacher responsibilities**

- Teach students about academic misconduct: At the beginning of the year, review the academic integrity policy along with course descriptions/syllabi that outline the consequences for academic dishonesty; review various examples and forms of academic dishonesty
- Be specific as to whether work is to be cooperative or individual; clarify the expectation of group work or collaborative work
- Provide instruction and scaffolding necessary for students to use ethical research practices, including opportunities for feedback via the drafting process
- Continue to encourage students in their learning, emphasizing the learning over the grade, demonstrating why knowing the material is important; help them believe in themselves
- Maintain fair consequences for offenses
- Collect evidence of academic dishonesty and create log entry in PowerSchool; attach comment to assignment that has been compromised

### **Administrator Responsibilities**

- Make the Academic Integrity Policy available to all students, teachers and parents
- Establish a school culture that actively encourages academic honesty
- Facilitate ongoing conversations and reflection about academic integrity
- Support teachers in administering discipline and upholding the policy
- Support consistent consequences for offenses
- Maintain records of academic integrity policy offenses

## **PROCEDURES & CONSEQUENCES**

*All parties concerned – students, parents, and administrators—are to understand that the teacher’s professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.*

The expectation is that students will hold true to academic integrity, but if offenses occur, we strive to be corrective and fair. Most offenses will be handled and remedied between the student and the instructor. Instructors will determine how to handle violations of academic integrity on a case-by-case basis and will determine what action is appropriate to take.

Such action may include (but is not limited to):

- Reteaching and reviewing Academic Integrity Policy
- Requiring the completion of an alternative assignment demonstrating mastery of essential concepts/skills
- Requiring the student to redo the assignment

- Issuing a reduced score or zero credit
- Declining to write a letter of recommendation; a teacher may also rescind a recommendation after it has been sent
- Disqualification from National Honor Society

### **Procedures**

Whenever a student is found to have violated the Academic Integrity Policy and/or course-specific rules that have been articulated by the teacher, these procedures will be followed:

1. The teacher will attach a comment in the gradebook for the assignment in violation.
2. The same comment will be placed as a log entry in PowerSchool.
3. The teacher will confer with the student and discuss consequences.
4. If the consequence involves reduction of points or loss of credit, the teacher will contact the student's parents or guardians.

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