

## **Academic Integrity Policy of River Dell High School**

Academic honesty and integrity are pillars of all educational communities including at River Dell High School. To create an atmosphere of intellectual curiosity and growth and imbue these values in our students, the following policy is in place to guide students in developing their academic integrity.

### *Definitions*

- **Cheating** is defined as violating rules dishonestly or practicing fraud or deceit. Cheating includes but is not limited to the following acts:
  - Communicating answers to homework, tests, or other assignments to other students by any means.
  - Preprogramming a calculator to contain answers or other unauthorized information during tests.
  - Colluding is collaborating with another student on a test or other assignment without the prior express approval of the teacher. This includes work not specifically designated as group work or allowing another student/s to copy one's work and submitting it as their own, whether intended or unintended.
  - Submitting the same paper or assignment for more than one course without the express approval of both teachers.
  - Allowing others to do an assignment, paper, or other academic work, including a term paper service.
  - Using prohibited materials such as notes, charts, or otherwise concealed information during tests.
- **Plagiarize (or plagiarism)** is defined as stealing and passing off the ideas and words of another as one's own or using another's words or product without citing the source appropriately. Examples include but are not limited to the following:
  - Buying, stealing, or borrowing a paper.
  - Hiring someone to write a paper.
  - Copying directly from another source without citing it.
  - Using a source too closely when paraphrasing.
  - Building on someone's ideas without citation.
  - Copying or attempting to copy someone else's homework, test, project, lab, etc.

### **Procedure**

1. The teacher will collect all evidence of a violation of the Academic Integrity code.
2. The teacher will inform the student and Guidance Counselor of the violation and the consequences, (outlined below)
3. The teacher will report any act of Academic Dishonesty to the principal or their designee.
4. The teacher will contact the parent initially via email, then follow-up with a phone or virtual meeting to inform them of the violation and the consequences (outlined below).

**Consequences**

<b>Offense or Violation</b>	<b>1<sup>st</sup> Disciplinary Action</b>	<b>2<sup>nd</sup> Disciplinary Action</b>
<b>Plagiarism</b>	<p>Any student caught plagiarizing another work, be it published or unpublished, shall receive a zero on the assignment</p> <p>Parent &amp; Guidance contacted by the teacher</p>	<p>Should the student commit another such act in the same course or in a subsequent course, the student shall not receive the assigned credits for the course in which the second such act shall have been committed and shall be placed on a non-credit status*</p> <p>Parent contacted by the principal or their designee</p> <p>Guidance contacted by the principal or their designee</p>
<b>Cheating</b>	<p>Any student caught cheating on an assessment or assignment shall receive a zero on that assessment/assignment</p> <p>Parent &amp; Guidance contacted by the teacher</p>	
<b>Collusion</b>	<p>Any student caught giving his or her work to be plagiarized by another student will receive a 60</p> <p>The student who plagiarized the work will receive a zero.</p> <p>Parent &amp; Guidance contacted by the teacher</p>	

\*Before a student may be denied credit for a course, the student and his or her parents or guardian shall be given written notice that such action is under consideration and the reason therefore, and the student shall be given an informal hearing before the principal at which he may rebut the evidence or plead mitigation and present witnesses in his or her behalf. If the circumstances warrant, and if he/she deems it appropriate, the principal may also refer the student to the Child Study Team for evaluation and may take such further action at his or her discretion Subject to due process. (River Dell Board Policy File Code 5131)