



## duPont Manual High School Academic Integrity Policy

### Policy Goals:

The success of any school relies on the combined efforts of all members of its community: teachers, students, administrators, and parents. Nowhere is this combined effort more important than in ensuring the integrity and fairness of the school's academic program.

**Academic Integrity is the pursuit of learning conducted in a fair and ethical manner.**

All community members share responsibility for creating an environment in which academic integrity is expected. Each constituency shares responsibilities with others and has its unique role to play.

**The goal of this policy is a school community in which every member is assured that integrity and fairness are the norm, that violations of this norm are not tolerated, and that actions that undermine this expectation are handled firmly and consistently.** In the end, the purpose of this policy is to create a school where each student can proudly state of each assignment:

This work is my own. I have neither used, received, nor given unauthorized aid in its completion.

### Integrity Education

In keeping with the school's role as a center for all types of learning, including the building of character for life after high school, duPont Manual resolves to teach all students the meaning and relevance of integrity in their academic and professional careers.

### Teachers

- The administration shall provide professional development opportunities for all teachers focusing on their role in addressing

- academic integrity issues, understanding the underlying dynamics of academic dishonesty, and their role in enforcing this policy.
- All English teachers will be responsible for educating their students about plagiarism and methods to avoid plagiarism in their written work.

#### Students

- The administration shall provide at the beginning of each school year a lesson for all students on academic integrity, stressing the damage that dishonesty does to the school and other students, the importance of maintaining integrity in future pursuits, methods to avoid compromising one's academic integrity, and the consequences of academic dishonesty

#### Parents

- The administration shall collaborate with the PTSA to provide information and support to parents as they carry out their responsibilities under this policy.

#### **Responsibilities**

Teachers, Students, Administrators, and Parents all have the responsibility to:

- recognize that the purpose of education is the development of knowledge, skills, and habits, not the accumulation of points.
- work together to ensure academic integrity, supporting others in their attempts to carry out their responsibilities.

Teachers have the responsibility to:

- hold themselves to the same standards of integrity that they expect of their students.

- provide expectations regarding student work in the course syllabus, including what is permissible in terms of collaboration.
- give rigorous, relevant, and equitable assignments and assessments.
- respond sensitively and in a timely manner to student and parent inquiries regarding course content and expectations.
- refer students to resources or provide help when asked or when it is apparent that students are struggling in the course.
- keep accurate records of student performance.
- use plagiarism detection software when appropriate
- enforce the Academic Integrity Policy by reporting every incident that they believe, based on evidence, represents a violation of the policy.
- require students to include the integrity statement on all graded work.

Students have the responsibility to:

- read and understand the Academic Integrity Policy, including their own teachers' expectations as set forth in those teachers' syllabi.
- sign a statement indicating their understanding of these policies and their commitment to uphold them.
- clarify with the appropriate teacher any ambiguities they perceive about whether a particular action is acceptable before taking the action.
- take an active role in their own education--to choose classes at appropriate levels, to seek help when they need it, and to avoid placing themselves in situations that make unacceptable behavior tempting.
- include the integrity statement on all graded work.

Administrators have the responsibility to:

- assist teachers in providing authentic assignments and assessments.
- make the Academic Integrity Policy available to all students, teachers, and parents.
- design and institute the integrity education programs included herein.
- keep accurate up-to-date records on Academic Integrity Policy violations for the duration of each student's high school tenure.
- enforce the Academic Integrity Policy and apply consequences consistently and in a timely manner.

Parents have the responsibility to:

- familiarize themselves with and sign a copy of the Academic Integrity Policy and discuss the policy with their child.

- familiarize themselves with individual teacher policies/expectations and discuss them with their child.
- be actively involved and engaged in what their child is learning, but avoid providing assistance that would be in conflict with the Academic Integrity Policy.
- support school consequences for Academic Integrity Policy violations.
- be sensitive to the pressures students face and adjust expectations accordingly.

### **Policy Violations**

Academic dishonesty is any attempt to gain academic credit or recognition to which one is not entitled or to assist others to do so. Academic dishonesty includes, but is not limited to:

- copying, or allowing the copying of, graded work
- gaining unauthorized prior knowledge of assessments or providing such knowledge to others
- transmitting or receiving information related to the content of graded work, whether through text, voice, images, or another medium
- misrepresenting situations for academic gain, including as a ploy to receive additional time to complete graded work
- falsifying data or sources in graded work
- altering a grade, whether on an individual assignment or in student records
- collaborating with others beyond what a teacher allows
- violating the rules of school-sponsored academic competitions or assessments
- plagiarism--the stealing or using of others' words, original ideas, or work without crediting the original source. Examples of plagiarism include, but are not limited to:
  - using others' words, ideas, phrases, or work without giving accurate documentation
  - downloading information from the Internet in part or in whole and inserting it into one's work without giving proper credit to sources
  - copying the structure and organizational pattern created by another writer

### **Student Rights**

Students have the right to:

- confidentiality (beyond the notifications outlined)

- due process, including the right to appeal
- a learning environment where all students' grades are an accurate reflection of their own work
- any additional rights as outlined in the JCPS Student Bill of Rights.

**Consequences of Violations**

When a teacher determines that a student has committed an act of academic dishonesty, the teacher shall submit to the assistant principal a referral detailing the nature of the offense. Students have the right to due process as outlined in the JCPS Code of Conduct. The assistant principal shall then document the offense and apply the consequences as outlined in the attached chart.

Violations accrue over a student's entire academic career at duPont Manual and consequences must take effect within ten school days of the assistant principal's determination of the offense.

<b>Consequence</b>	<b>1st</b>	<b>Blatant/Subsequent Violations</b>
a possible zero on the assigned work/assessment, at teacher discretion	•	•
complete the assigned work/assessment for no credit	•	•
Saturday School (ISAP)	1	2-4
STOP days	•	1-2
required attendance at a session on academic integrity	•	•
parent conference	•	•
recommendation for exit from the school	•	•

