

ACADEMIC INTEGRITY POLICY

NOVI HIGH SCHOOL

Novi High School is committed to the academic, social, and ethical development of each member of our learning community. We feel that being academically dishonest inhibits a student's achievement and compromises the trust between teacher and student, which is fundamental to the learning process. The functions of the academic integrity policy are to communicate the meaning and importance of intellectual honesty to all students, articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs, and to identify, sanction, and educate those who fail to live up to the stated expectation of the school community with regard to these standards.

WHAT IS ACADEMIC INTEGRITY?

The core values underlying and reflected in this academic integrity policy include the following:

Academic honesty is demonstrated by students when the ideas and writing of others are properly cited, when students submit their own work for tests and assignments without unauthorized assistance, when students do not provide unauthorized assistance to others, and when student report their research or accomplishments accurately.

Respect for others and the learning process to demonstrate academic honesty.

Trust in others to act with academic honesty as a positive community-building force in the school.

Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks.

Fairness and equity are demonstrated so that every student can experience an academic environment that is free from injustices caused by any form of intellectual dishonesty.

Integrity of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.

WHAT IS ACADEMIC DISHONESTY?

CHEATING *is defined as a dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as to give an unfair advantage.*

Examples of cheating include, but are not limited to:

- Unpermitted collaboration on assigned work
- Unauthorized use of a cheat sheet, reference materials, or electronic resources
- Passing test or quiz information to other students
- Unauthorized use of previously administered assessment

PLAGIARISM *is defined as using the words or ideas of another person as if they were your own words or ideas.*

Examples of plagiarism include, but are not limited to:

- Submitting a body of work created by another person
- Using another's words or ideas without proper citation
- Having another person complete work assigned to you

LYING *is defined as making a statement one knows is false, with the intent to deceive or with disregard for the truth; to give a false impression.*

Examples of lying include, but are not limited to:

- Fabrication of data or information
- Forgery of a signature on documents
- Changing a grade or attendance record in a teacher's grade book or in the attendance record
- Making statements that you know have caused a false impression

STEALING *is defined as taking or appropriating without the right or permission to do so and with the intent to keep or improperly use it.*

Examples of stealing include, but are not limited to:

- Stealing copies tests or quizzes
- Accessing the teacher's answer key

- Using the teacher's edition of the textbook
- Stealing another student's homework

FORGERY *is defined as replicating the signature of another person on a document and using this document in or out of the school as if it featured a valid signature.*

Examples of forgery include, but are not limited to:

- Forged hall passes
- Forged parent signature on syllabus/course grading procedure
- Forged teacher signature on a permission slip

FALSIFICATION *is defined as inventing any information, data, or citation in any academic work.*

Examples of falsification include, but are not limited to:

- Changing data on a lab report
- Citation of information not taken from the source indicated
- Submission of false or fictitious data

MULTIPLE SUBMISSIONS *is defined as submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.*

Examples of multiple submissions include, but are not limited to:

- Resubmitting an assignment on a course website when only one submission is permitted
- Creating numerous accounts on TurnItIn in order to submit more than one version of a paper

COMPLICITY *is defined as facilitating any of these preceding actions or performing work that another student then presents as her or her own work.*

Examples of complicity include, but are not limited to:

- Copying someone's homework
- Allowing someone to copy your homework
- Passing along a cheat sheet
- Using an electronic device to disseminate test questions and/or answers
- Revealing information about specific test questions and/or answers to students in later class periods

CONSEQUENCES

An essential part of education is developing a sense of academic honesty and integrity. There is zero tolerance in regards to cheating/plagiarism. If a student cheats or plagiarizes on any class work or assessment (tests/quizzes), that student will receive a zero and their parent/guardian will be notified by the classroom teacher. In addition, any student who assists another student in the act of cheating/plagiarizing will experience the same consequences. Students will have an opportunity to complete the assignment or take the assessment to assist the student in mastery of the content; however, their grade will remain a zero.

HONOR PLEDGE

I have read and understand the Novi High School Academic Integrity Policy. I pledge to maintain a high level of respect and integrity as a student representing Novi High School. I understand and will uphold the honor code in letter and spirit to help our school advance authentic learning. I will not lie, cheat, plagiarize, or be complicit with those who do. I will encourage fellow students who commit honor offenses to acknowledge such offenses to their teacher or administrator. If I violate this policy, I understand that I will receive a zero on the assignment or assessment. I make this pledge in the spirit of honor and trust.