Novi High School Academic Integrity Policy - DRAFT

Purpose

Novi High School is committed to the academic, social, and ethical development of each member of our learning community.

The functions of the academic integrity policy are to communicate the meaning and importance of intellectual honesty to all students as well as articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs. And when necessary identify, sanction, and educate those who fail to live up to the stated expectation of the school community with regard to these standard.

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 students 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.
- **Learning** happens even when we make mistakes. All students will be encouraged to complete assignments with integrity, even if misconduct was at first attempted.

Academic Misconduct

Instances of academic misconduct can be
> **Minor** - a lapse in judgement or misunderstanding of expectations of academic integrity defined below.
> **Major** – a pattern of misconduct and/or an intentional effort to do one of the acts defined below.

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

Minor - classroom teacher determines consequences which could include but are not limited to the following:
- Learning academic integrity in context of assignment
- Redoing the work for full or reduced credit

Major – documented for future reference and referred to a committee to determine consequences which could include but are not limited to the following:
- An incomplete until the work is redone for full or reduced credit
- A zero with an opportunity to redo the work for feedback
- Loss of membership to organizations associated with Academic Integrity – i.e. National Honor Society, the IB Diploma or pending IB Career-related programs.

Responsibilities

Classroom Teachers
- Create an environment where students are comfortable learning content as well as developing the skills of integrity for your discipline.
- Model and teach best disciplinary practices related to academic integrity.
- Review unique expectations of your department at the beginning of each course and prior to assessments.
- Ensure security of assessment materials.
- If misconduct is minor due to a skill that has not been mastered, or a unique lapse in judgement – reteach and allow students to resubmit work within two weeks of return.
- If misconduct is minor due to a lapse in judgement that does not appear to be a trend –allow students to redo and resubmit work within two weeks of return.
- If a misconduct is major due to intention to cheat (as described above) – refer students to committee for appropriate determination of consequence(s).
- If a misconduct is major due to intention pattern of behavior – refer students to committee for appropriate determination of consequence(s).
- Communicate all instances and consequences to student and family.

Advisory Teachers
- Share and discuss the NHS Academic Integrity policy annually
- Provide space for students to manage their work in ways to prevent dishonesty as a shortcut

Students
- Know the meaning of academic Integrity
- Sign the Honor Pledge annually
- Act with integrity and encourage others to do so.

Parents
- Review and discuss the Academic Integrity Policy with your student.
- Encourage Academic Integrity at home and at school.

Administration
- Communicate the policy and its expectations to students, families, and staff.
- Communicate with students and family when major instances of academic misconduct occur.
- Maintain a record of major instances of academic misconduct.
- Serve on the committee to determine consequences.

ACADEMIC POLICY REVIEW

The academic integrity committee created the original document. Date: 2017-2018 school year

With reference to community survey data, district updates, and Academic Committee input, this policy was revised by Alaina Brown (IB Coordinator), Sarah Lephart (IB Counselor), Bethany Bratney (librarian), Ron Kane (Assistant Principal), Novi High School staff Academic Integrity Committee – fall 2021

The revisions of this policy will continue under the NHS Academic Policy Committee. Since this policy will be presented annually in Advisory, feedback can be sought prior to sharing with students to determine if revision should occur. If and when it does, changes will be shared with the greater Novi High School Community.

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 will submit only my own, authentic, original work and will acknowledge all sources used or referenced in my work.
If I am unsure whether something constitutes misconduct, I will consult my teacher **before** I submit the assignment
I understand and will uphold this 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 misconduct to acknowledge such offenses to their teacher or administrator.
I understand and accept the definitions and consequence of misconduct described in this document
I make this pledge in the spirit of honor and trust.

Name (printed): _____

Signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____