

## 5601 ACADEMIC INTEGRITY

Pupils are encouraged to be honest in all aspects of their lives. No form of academic dishonesty is acceptable. Whether a pupil is dishonest alone or helping another person be dishonest, the results are harmful to those involved and to the entire school community.

Pupils who store school assignments on computers must take responsibility for the security of their own work. Allowing or providing the opportunity for other pupils to access one's personal computer files containing school work will be construed as enabling academic dishonesty to occur.

All pupil work submitted for grading or publication must be the work of the pupil or should cite the author of the material. This includes materials from written publications as well as those from the Internet or other electronic sources. The Hanover Park Regional High School Acceptable Use Policy describes the responsibility of pupils in the use of school networks and the consequences for misuse of these privileges.

The procedure for citing authors is outlined by the Academic Writing manual and is guided by the classroom teacher giving the assignment. The school librarian can also provide information. Pupils who copy sources without properly citing them or use someone else's materials will receive the consequences outlined below.

Academic dishonesty is not tolerated. Each pupil must do his or her own work and behave in an ethically responsible manner. Academic dishonesty includes, but is not limited to, the following behaviors:

1. Cheating:
  - a. Copying from another pupil's work, including exams and other written assignments.
  - b. Sharing answers with another pupil during an exam or other work assigned independently.
  - c. Using notes, books, or other aids of any kind (such as cell phones) during an exam when prohibited.
  - d. Stealing homework or graded materials.
  - e. Possessing a stolen copy of an exam.



- f. Sharing answers during an exam by using a system of signals.
  - g. Changing grades wherever they are recorded.
  - h. Using a calculator to store data or graphics for a test.
  - i. Electronically communicating information regarding a quiz, exam, report or essay.
2. Plagiarism:
- a. Submitting a work for credit that includes words, ideas, data, or creative work of others without acknowledging the source.
  - b. Using another author's words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately.
3. Fabrication:
- a. Falsifying bibliographic entries.
  - b. Submitting any academic assignment which contains falsified or fabricated data or results.
  - c. Submitting a falsified document.
4. Multiple submission:
- a. Submitting the same term paper or academic assignment to another class without the permission of the instructor.
5. Facilitating academic dishonesty:
- a. Completing an academic activity or taking an exam for someone else.
  - b. Collaborating on homework or take-home exams when instructions have called for independent work.
  - c. Disrupting or delaying the administration of an exam or academic activity.



- d. Feigning illness or personal circumstances to avoid a required academic activity.
6. Unfair advantage:
  - a. Concealing, destroying, or stealing research or library materials with the purpose of depriving others of their use.
  - b. Sabotaging someone else's work.
  - c. Attempting intimidation for academic advantage.
  - d. Inappropriate or unethical use of technologies to gain academic advantage.
7. Tampering with or misrepresenting academic records:
  - a. Tampering with a pupil transcript.
  - b. Forging a change of grade form.
  - c. Including inaccurate academic information on a resume.
8. Any act that intentionally violates the spirit of academic integrity within the Hanover Park Regional High School District.
  - a. Carrying out group work activities in a manner inconsistent with the stated intentions of the instructor.
  - b. Engaging in academic behavior expressly prohibited by the instructor (e.g., inputting illicit information in a graphic calculator prior to an exam, use of cell phone during an exam).

When the teacher or administrator has determined that academic dishonesty has occurred, the following consequences will occur. It is noted that these consequences are cumulative in nature beginning in Grade 9.

First offense:

1. Zero on assignment.



2. Teacher discusses offense with pupil.
3. Teacher contacts parent to discuss incident.
4. Teacher informs Assistant Principal in writing.
5. Assistant Principal sends letter home outlining second offense consequences and copy of this policy indicating future consequences.

Second offense:

1. Zero on assignment.
2. Teacher discusses offense with pupil.
3. Teacher refers pupil to Assistant Principal.
4. Pupil loses eligibility to enter or is removed from National Honors Society.
5. Assistant Principal discusses offense with pupil and parent.
6. Assistant Principal notifies the Athletic Director and/or extracurricular advisors of the pupil's infraction and impending consequences.
7. Assistant Principal sends letter home outlining third offense consequences and copy of this policy indicating future consequences.

Third offense:

1. Zero on assignment.
2. Teacher discusses offense with pupil.
3. Teacher refers pupil to Assistant Principal.
4. Assistant Principal discusses offense with pupil and parent.
5. On school parking privileges are revoked for one month.



6. A grade of F (64) is assigned for the marking period in the course which the third offense was assigned.
7. Extracurricular activity privileges are revoked for one week.
8. Assistant Principal sends letter home outlining fourth offense consequences and copy of this policy indicating future consequences.

Upon review of a disciplinary committee consisting of the department supervisor, guidance counselor and assistant principal, potential consequences for fourth offense and all further offenses will be as follows:

1. Zero on assignment.
2. Teacher discusses offense with pupil.
3. Teacher refers pupil to Assistant Principal.
4. Assistant Principal discusses offense with pupil and parent.
5. On school parking privileges are revoked for one year.
6. Extracurricular activity privileges are revoked for two weeks.
7. If a senior pupil, colleges are contacted indicating offense and loss of credit.
8. Pupil loses credit and a no-credit (NC) is recorded for the course in which fourth offense was assigned.

Adopted: 9 September 2009

