

Academic Integrity Policy

Rationale

There is a clear expectation at Terre Haute South Vigo High School that all students will complete all assignments with honor and integrity. When that expectation is not met, it is harmful to all parties involved. It sacrifices the integrity of the true author of the materials and robs students of the opportunity to learn. Intellectual honesty and integrity are fundamental to a student's overall development as a future student, worker, and citizen.

Student Behaviors Constituting Academic Fraud

Academic fraud includes *but is not limited* to the following*:

Plagiarism

- Submitting print, electronic, or artistic material (written or designed by someone else) without giving the name of the author/artist and/or source
- NOT using quotation marks to indicate exact words that were used from the source
- Using the sequence, arrangement, or pattern of another's work without proper acknowledgement of the author/source
- Submitting work created by someone else e.g. family, friends, or tutors etc. by print-out, disk transfer, modem, etc. and then submitting it as "original" and yours
- Improper documentation or incorrect bibliography

Cheating

- Use or attempted use of any unauthorized materials, information, or study aids not authorized for use by the teacher
- Use of unauthorized cheat sheet, marks/writings on body or object, textbook, formulas, notes, calculator/computer, cell phone, iPod, Blackberry, or ANY technological or other device
- Use of unauthorized collaboration of work intended to be individual work
- Copying or allowing someone to copy an assignment in part or whole

Fabrication

- Making up data or information
- Changing data or information
- Listing incorrect and/or fictitious sources/information

Collusion

- Helping someone else commit an act of academic dishonesty
- Paying for or bribing someone to get/give test assignment materials
- Taking a test/doing an assignment for someone else or allowing someone else to take a test/do an assignment for you
- Sending or receiving unauthorized information through gestures, talking, a computer network, texting, e-mailing, looking at someone else's work, or showing someone else your work
- Providing or obtaining unauthorized prior knowledge of information for a test or assignment

*Additionally, each teacher is responsible to explain further how each of these terms specifically pertains to his/her class.

Range of consequences**

As this is a school-wide policy, the consequences are **cumulative** in nature and **not** per class period. Any infraction of the Academic Integrity Policy including specific classroom teacher's policies will result in the following actions:

1st Offense

1. Violation documented by the teacher and filed with the dean office
2. Grade of "0" or "F" on the assignment with no opportunity to make up work (Failure for **the term** if the infraction was a deliberate plagiarism of work for **ANY AP or college credit classes**)
3. Parents/guardians notified by teacher

2nd Offense

1. Violation documented by the teacher and filed with dean's office
2. Grade of "0" or "F" on the assignment with no opportunity to make up work (Failure for **the term** if the infraction was a deliberate plagiarism of work for **ANY AP or college credit classes**)
3. Parents/guardians notified by dean that they must meet for a conference to sign a contract that states consequences for a 3rd infraction

3rd and following offenses

1. Violation documented by the teacher and filed with dean's office
2. Failure for the 6 weeks in the class in which the 3rd offense occurred (Failure for **the term** if the infraction was a deliberate plagiarism of work for **ANY AP or college credit classes**)
3. Parent/guardians notified of failure by dean
4. Guidance counselors, honor society sponsors, extracurricular, athletic coaches/sponsors notified.

***Note:** Administration has the right to review each case. Offenses that are deemed to be illegal (such as theft) will be dealt with according to current disciplinary guidelines.*

**Beyond the stated consequences, the integrity of the student will be diminished. Trust between the student and the learning community will be hurt, college recommendations from the guidance department and teachers will be impacted, and the questionable integrity of the student with other organizations may lead to being removed from membership.

Expectations of Terre Haute South's High School Community

Each **STUDENT** will:

- Take full responsibility for the content and integrity for all the work that he or she completes
- Avoid situations that might contribute to cheating, plagiarizing, fabricating, or unauthorized collusion
- Avoid giving or receiving unauthorized help of any kind
- Document all sources accurately

Each **TEACHER** will:

- Provide clarification of these and any additional Academic Integrity Policies as they apply to his/her specific classroom
- Structure conditions as much as reasonably possible to alleviate academic dishonesty
- Specify when collaboration is allowed and not allowed
- Provide instruction for documentation and allowable sources
- Document ANY violation of the Academic Integrity Policy

Each **ADMINISTRATOR** will:

- Provide all faculty, students, and parents with access to the Terre Haute South Vigo High School's Academic Integrity Policy
- Create an environment that encourages an adherence to the Academic Integrity Policy
- Encourage teachers to enforce the Academic Integrity Policy
- Maintain cumulative records of violations of the Academic Integrity Policy
- Facilitate with conferences for violations of academic policies when needed
- Enforce appropriate disciplinary actions

Each **PARENT/GUARDIAN** will:

- Read and understand the Terre Haute South Vigo High School's Academic Integrity policy and the consequences for infractions
- Provide a positive example to students
- Support the faculty and administration in enforcing the Academic Integrity Policy

(Portions of this document have been adapted from Norcross High School and Kentridge High School with their permission.)