

# Niwot High School Academic Integrity Policy

## Vision and Philosophy

The vision of Niwot High School is to provide educational experiences that inspire academic excellence, personal growth and social responsibility. Niwot High School has also created our positive behavioral expectations of respect, ownership, attitude and responsibility. Within these two statements are the belief and expectation that our entire community act with honesty and integrity in all interactions. Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is adhering to our values whether we are in the presence of others or not. In an environment of honesty and integrity, the work we submit as our own will be our own.

Teachers and administrators at Niwot High School, an authorized IB World School, firmly believe that cheating/academic dishonesty denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. The Academic Integrity Policy affirms that we value learning for its own sake, and that we therefore expect personal integrity and intellectual honesty in all academic work.

Our school culture places a high value on original thinking and intellectual property with the ultimate goal of encouraging our students to express themselves authentically, confidently and competently. We strive to develop our students to become principled young adults who take responsibility for their actions and accompanying consequences.

## Definition and Examples of Academic Dishonesty

**Academic dishonesty** is any attempt to gain an unfair academic advantage or recognition to which one is not entitled, or to assist others to do so. Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, falsifying academic records and the misrepresentation of facts.

### Examples of what academic dishonesty looks like:

- Copying or permitting the copying of graded or ungraded work
- Failing to comply with the instructions of the teacher responsible for the proctoring of an assignment or assessment
- Gaining unauthorized prior knowledge of assessments or providing such knowledge to others
- Transmitting or receiving information (texting, email, Facebook, Twitter, etc.) related to the content of graded or ungraded work
- Incorporating the information, ideas, words, graphics or artwork of another source into your own work without giving the originator the credit
- Downloading information from the Internet in part or in whole and inserting it into one's work without giving proper credit to sources
- Using a paper or project you created previously to substitute for a current assignment without getting teacher approval
- Unauthorized collaboration/collusion with another person in preparing/completing academic assignments or assessments
- Giving your ideas for an assignment to another individual and having them complete the assignment for you in their own words

- Falsifying data or sources in graded or ungraded work
- Altering a grade whether on an individual assignment or in the student records (gradebook)
- Misrepresenting facts or situations for academic gain, including as a means to receive additional time to complete graded or ungraded work

## **Student, Parent, Teacher and Administrator Responsibilities**

### **Student Responsibilities**

- Read, understand and follow the Academic Integrity Policy as set forth in teachers' course descriptions, NHS Student Handbook and SVVSD Code of Conduct
- Assume ultimate responsibility for ensuring that your work is authentic while acknowledging the thoughts and ideas of others
- Report any observed violations of the Academic Integrity Policy (reporter will remain anonymous)

### **Teacher Responsibilities**

- Explain the Academic Integrity Policy to each class, each semester while highlighting the consequences for academic dishonesty, and what is permissible in terms of collaboration
- Provide lessons and assignments that encourage original thought and application of knowledge, and provide information on how to cite sources correctly
- Investigate instances of academic dishonesty and report every incident that is determined to be a violation of the Academic Integrity Policy to both school administration and parents/guardians.

### **Parent Responsibilities**

- Read, understand and support the Academic Integrity Policy and the SVVSD Code of Conduct and discuss them with their child
- Be actively involved in your child's education and seek resources when you have questions or concerns
- Support NHS consequences for violations to the Academic Integrity Policy or other violations of the SVVSD Code of Conduct

### **Administrator Responsibilities**

- Establish a school culture that actively promotes academic integrity
- Ensure all students, parents and staff have access to the Academic Integrity Policy
- Enforce the Academic Integrity Policy and SVVSD Code of Conduct violations in a consistent and fair manner

## **Procedures and Consequences**

Upon the classroom teacher's (teacher of record) determination that the NHS Academic Integrity Policy has been violated, the following procedures and consequences are recommended in an effort to support due process and good communication.

### **Procedures**

- The teacher will document the violation in writing and will discuss the violation concerns with the student(s). Providing an opportunity for student explanation is required to satisfy due process considerations.
- The teacher will report the violation in writing (by email) to the building administration for documentation in Infinite Campus (or other Student Data Management System).
- A building administrator will document the violation in Infinite Campus under Behavior and will review the student's disciplinary record in an effort to determine if other similar integrity violations have occurred in the past. The discipline review findings (as applicable) will be shared with the class room teacher.
- The teacher will contact the parent/guardian for each student involved in the violation as soon as possible.
- A meeting with the parent/guardian may be necessary to support district policy, student "due process", and to ensure good communication.
- Appropriate follow-up communication will take place by the teacher or administrator with the student's counselor and the IB Coordinator and/or National Honor Society sponsor (if applicable) for any violation related considerations.

### **Consequences**

- Because it may not be possible to know the limits and absolute extent of the integrity violation, a student in violation will receive a grade of zero (loss of credit) on the specific assignment or assessment. The overall effect of this zero grade toward the overall final grade in the class may not be realized until the end of the grading term or semester.
- A restorative process including a letter of apology, a written reflection of the violation, lunch or after-school detention, assignment re-assessment, or suspension may be applied to the student(s) involved or responsible for a violation.
- A possible suspension or exclusion from school leadership opportunities, school activities, the specific class, or school program may be applied as a consequence.
- Additionally, the consequence may include a loss of credit in the current class and possible disqualification in the Honor Roll, the National Honor Society and earning the IB Diploma or Advance Placement designation for graduation.
- Consequences impacting post-secondary options may include declining to write a letter of recommendation for the student, rescinding letters of recommendation, college or university Common Application follow-up's by school officials, and the possible inclusion on school records as required by district policy.

*Notes: The specific consequence(s) will be assigned on a case by case basis, with attention and consideration to the consistency for the specific consequence(s) assigned. For confidentiality reasons, the details of the violation and consequences should be limited to only those staff members that need this information.*

*IB Diploma Candidates will be held to all of the specific IB guidelines related to Academic Honesty. These guidelines can be found on Niwot High School's IB webpage in the Academic Honesty Manual under the Diploma Programme Information section.*

*The Niwot High School Academic Integrity Policy has been developed in collaboration with staff members and the consideration of a large number of existing policies across Colorado and the nation.*