

2018-2019 Bishop McGuinness Catholic High School Academic Integrity Policy

As a Catholic school community that strives to foster moral and ethical values, Bishop McGuinness High School places considerable emphasis on personal accountability and academic integrity, through which students learn the responsibilities of citizenship and how to contribute honorably to the school, and academic community. Academic integrity is founded upon and encompasses the following five values: *honesty, trust, fairness, respect, and responsibility*. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity.¹

All violations of the policy are violations of the value of honesty but may also create questions related to trust, fairness, respect, and responsibility. The violations of the *Academic Integrity Policy* listed below are typical, but not exhaustive, examples of the acts that constitute violations.²

- I. **Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Cheating includes but is not limited to unauthorized copying from the work of another student, using notes or other materials not authorized during an examination, giving or receiving information or assistance on work when it is expected that a student will do his/her own work, or engaging in any similar act that violates the concept of academic integrity. Cheating may occur on an examination, test, quiz, laboratory work report, essay, out of class assignment or any other work submitted by a student to fulfill course requirements and presented as solely the work of the student.

"Spontaneous" cheating: includes such violations as copying from another student's work

"Non-Spontaneous" cheating: includes the following as typical but not exclusive examples: Premeditated copying individually or in conspiracy to copy from another student's work, obtaining unauthorized copies of the examination to be administered prior to the time of examination, employing unauthorized materials during any academic exercise

- II. **Plagiarism:** Representing the words of another, as one's own in any academic exercise. Plagiarism may occur on any paper, report, or other work submitted to fulfill course requirements. This includes submitting work done by another, whether a commercial or non-commercial enterprise, including Web sites, as one's own work. Teachers will take into account whether the student has had the opportunity to learn appropriate citation procedures in previous course work.

Failure to cite references: includes intentional or obvious failures to cite sources properly.

Submitting, as one's own, work done by or copied from another: includes work done by a fellow student, parent or other adult, work done by a previous student, or work done by anyone other than the student responsible for the assignment.

Misuse of Academic and Technological Resources: the intentional use, misuse or alterations of technology which includes, but is not limited to, cell phones, calculators, and translators, for uses other than what they are intended in a classroom setting and the intentional use, misuse or alterations of library materials or resources so as to make them inaccessible to other users. Such misuse includes the unauthorized use of computer accounts, alteration of passwords, violation of library procedures or other intentional misuse or destruction of educational materials or computer resources that affects the accessibility of resources to other students.

Falsification: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Falsification includes knowingly reporting data, research, or reports so that either the process or the product is shown to be different from what actually occurred; submission of falsified excuses for attendance; submitting work to meet the requirements of one course when it was done, in whole or in part, to meet the requirements of another course. Exceptions to this provision must be given prior approval by the teacher to whom the work is to be submitted.

- III. **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Facilitating academic dishonesty includes acts that may not directly benefit the accused but assist another student in violations of the policy.

Both the academic experience and the case of the individual student will be considered in the assignment of sanctions. All students are required to submit all typed, official assignments and essays to turnitin.com and will receive a "0" for the assignment until this is done. When a student is found responsible of violation, whether by accepting responsibility during a teacher-student conference, or by evidence obtained indicating a violation of the policy, the teacher makes the final decision about any grade related sanctions, subject to administrative input. Additional sanctions, including suspension or expulsion, may only be assigned by administration.

Sanctions (consequences for violation to the policy): All violations will be treated officially and documented accordingly. Sanctions are meant to be primarily educative and only become punitive when the student continues to violate the academic integrity policy, or if the violation is blatant and the student has had sufficient warning concerning the nature of the violation and the consequences.

Records will be placed in the student's academic file for verification and reference, but will not become part of his or her permanent record until administrative action is taken (i.e. disciplinary probation, suspension, expulsion). Each violation, whether from the same or different courses, will be counted for the purpose of assigning sanctions.

First violation: parental notification, teacher/student conference and, depending on the severity of the violation, administrative referral (resulting in a Saturday detention) and grade-related sanctions

Second violation: conference with all teachers involved, administration, parents, and the student, an administrative referral (consequences ranging from Saturday detention to expulsion), and grade sanctions.

Third violation: conference with all teachers involved, administration, parents, and the student, administrative action (disciplinary probation, suspension, or expulsion) and grade sanctions.

[1] The Center for Academic Integrity (1998). Fundamental principles of academic integrity.

[2] Thanks to The University of North Carolina at Greensboro for permission to use some of their Academic Integrity language and definitions.

Adopted: June, 2008

Tracy Shaw, Principal