



Academic Integrity Policy

Draft Update 10/16/2023

1. Purpose

- a. Honesty is expected in all academic endeavors. The honest academic work of a student reflects their unique, independent thoughts while also crediting other people who helped shape the development and expression of their ideas. The policy is based on five fundamental principles- honesty, fairness, trust, respect, and responsibility.
- b. The objectives for the policy include:
 - i. Defining academy honesty and academic honesty violations
 - ii. Defining the roles and responsibilities of the school, students, and parents
 - iii. A plan for the prevention of cheating and academic dishonesty, and
 - iv. Consequences for the violation of this policy

2. Definitions

- a. Academic Honesty is defined as work that is authentic and credits the work of others. The work is based on the student's own ideas.
- b. Cheating is academic dishonesty and includes copying others' work on tests or homework.
- c. Plagiarism is a form of cheating that includes taking another person's work or ideas and using them as your own. Sources must be cited and documented appropriately to avoid plagiarism. Some examples include:
 - i. Paraphrasing text from a book or website without citing
 - ii. Cutting and pasting or copying text without quoting and citing
 - iii. Copying and using an image without saying what it is and where it was found
 - iv. Using an online translator instead of completing your own required translation
 - v. Submitting a paper written by a parent or tutor

3. Roles and Responsibilities

- a. School staff
 - i. Foster an environment that motivates the school community to act honestly
 - ii. Guarantee that the school community understands what academic honesty means and what is understood as original authorship
 - iii. Provide guidance regarding writing academic documents and citing sources
 - iv. Implement this policy as well as carry out good practices in this regard, being role models for students
 - v. Confirm that every accepted piece of work from a student is authentic

- vi. Help students obtain reliable information from varied, credible sources
 - b. Students
 - i. Understand the concepts of cheating and plagiarism
 - ii. When in doubt, students are expected to ask for assistance in understanding and implementing these rules
 - iii. Take responsibility for turning in original work with properly acknowledged sources
 - iv. When collaborating with others, reflect regarding each individual's responsibility and contribution
 - c. Families
 - i. Support this academic integrity policy and promote good practice with students
4. Formatting
- a. All references used in student work (including books, magazines, photographs, internet articles, encyclopedia articles, newspapers, etc.) need to be cited in MLA format (or other format as required by the class).
5. Consequences for violation
- a. Students involved in cheating or plagiarism as determined by their classroom teacher will automatically receive no grade for the assignment.
 - b. They may be required to redo the assignment using proper academic behavior and honesty at the discretion of the teacher.
 - c. For repeat offenses, students will be referred to the administration for additional disciplinary action. Such consequences may include but are not limited to detention, suspension, or missing class parties, field trips, or other extra-curricular activities.
 - d. Further repeated offenses may be cause for suspension and/or expulsion per the Channing Hall Discipline Policy.