

## **Fort Hill High School Academic Integrity Policy**

Fort Hill High School staff is committed to instilling in students the values of honesty, truth, integrity, and personal accountability as it pertains to student learning. To this end, academic dishonesty is prohibited.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Fort Hill standards. Students will not use dishonest methods to fulfill academic expectations and responsibilities. Whenever students have a question about this procedure or any procedure, they should ask their teachers and/or advisers. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Examples of academic dishonesty may include, but not be limited to, the following:

1. Communicating with another student during an examination or quiz
2. Copying material during an examination or quiz
3. Allowing a student to copy from one's examination or quiz
4. Using unauthorized notes or devices (e.g., cell phones)
5. Submitting falsified information for grading purposes
6. Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of a teacher
7. Submitting a paper or project which is not the student's work
8. Copying another person's assignment
9. Allowing another student to copy one's assignment
10. Removing examinations or parts of examinations without the knowledge and consent of the teacher
11. Impersonating a student to assist the student academically
12. Having another student impersonate the student to assist academically
13. Stealing or accepting stolen copies of tests or answer keys
14. Changing answers and seeking credit on an assignment or examination after the work has been graded and returned
15. Altering a teacher's grade book
16. Falsifying information for applications (e.g., college scholarships)
17. Using computers and programmable calculators in violation of guidelines established by the teacher
18. Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher
19. Unlawfully copying computer software or data created by others
20. Misusing school computer systems which are used for student, staff, or administrative purposes
21. Any other violation intended to obtain credit for work which is not one's own

As part of academic dishonesty, ***plagiarism*** is defined as follows:

1. Using words or ideas of others without properly citing sources (whether those words or ideas are paraphrased or directly quoted)

2. Using written, visual, or audio information from the Internet or computer programs, or using essays, poems, music, art, or other projects and presenting them as one's own, or copying works without citing the original source
3. Using translation programs to write essays or complete assignments in foreign language classes

**CONSEQUENCES**

Episodes of academic misconduct will be tracked through the discipline referral process and ***will be cumulative in all classes.***

| <b>First Offense</b>   | <b>Second Offense</b>   | <b>Third &amp; Additional Offenses</b>  |
|--|---|---|
| Zero on test, quiz, or assignment. The grade will count in the computation of the student's grade. | 3 days ISS and failure for the quarter in the class in which the second offense occurred. | 3 days OSS and failure for the year in the class in which the third or subsequent offense occurred. |

Offenses of any academic misconduct may affect membership in honor societies, extra-curricular activities, teacher and college recommendations, and scholarship consideration.

Teachers and counselors have the right to deny college or scholarship letters of recommendation for any reason, including involvement in an Academic Integrity violation.

*Fort Hill High School gratefully acknowledges James Island Charter High School, Vista del Lago High School, and the New Trier Township High School District, whose policies Fort Hill has used in formulating its own position on Academic Integrity.*

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**I understand that Fort Hill students are held to high standards when it comes to academic conduct and personal integrity and that my teachers and administrators are committed to helping me learn the importance of academic integrity and the consequences of cheating and plagiarism. I also understand the consequences I will face should I choose to cheat. Therefore, I will adhere to the rules of responsible scholarship, which require my grades be earned honestly through hard work and good study habits.**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_