

ACADEMIC INTEGRITY POLICY

WAMOGO Regional High School's Academic Integrity Policy serves as a guide to staff, students and parents to ensure that the academic environment is honest and fair to all. This policy identifies what constitutes academic misconduct, the consequences for students if they engage in such misconduct and the procedures to be followed.

II. Definitions of Academic Misconduct

A. Cheating. "Cheating" is defined as dishonest violation of rules. Cheating may include, but is not limited to:

1. Copying or allowing others to copy a test, paper, homework, computer file, etc.
2. Unauthorized use of study aids, cheat sheets, notes, books, or formulas.
3. Unauthorized use of any electronic device or digital resource.
4. Use of invented or false information, research or bibliographic sources.
5. Listing sources in a bibliography not used in the academic exercise.
6. Submitting portions of the same academic work for credit in more than one course without consulting the teacher(s).

B. Plagiarism. "Plagiarism" occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his/her own and/or does not give appropriate credit to the original source.

III. Responsibilities

A. Student Responsibilities:

1. To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests honestly and fairly without engaging in cheating or plagiarism.
2. To understand the school Academic Integrity Policy and individual teacher assignment guidelines.
3. To clarify with the teacher any ambiguities about violations of the Academic Integrity Policy on an assignment.
4. To ensure that other students do not make inappropriate use of their work.

B. Teacher Responsibilities:

1. To maintain and support the academic integrity of the school community.
2. To clearly present the Academic Integrity Policy and individual teacher assignment guidelines in the syllabus.
3. To review the Academic Integrity Policy often, particularly before major assignments and tests.
4. To explain the use of permissible study aids and collaboration in coursework.
5. To check student papers for plagiarism through a variety of means, including

but not limited to plagiarism-detection software such as Turnitin.com

6. To report any violation of the Academic Integrity Policy to the student's Assistant Principal and take other appropriate action as set forth herein.

C. Administrator Responsibilities:

1. To maintain and support the academic integrity of the school community.
2. To make available to all students, teachers and parents a copy of the school's Academic Integrity Policy.
3. To enforce appropriate consequences for Academic Integrity Policy violations.
4. To maintain records of Academic Integrity Policy violations in the student's disciplinary record.

D. Parent/Guardian Responsibilities:

1. To support the academic integrity of the school community.
2. To become knowledgeable of the school Academic Integrity Policy and individual teacher guidelines.
3. To advise the student of the parent's expectation that the student will comply with the Academic Integrity Policy.

IV. Procedure and Consequences

A. The teacher will determine in his or her professional judgment whether or not a student has violated the Academic Integrity Policy.

B. If the teacher determines that a violation has occurred, the teacher will take the following steps to determine an appropriate course of action:

1. Consult with the Department Chairperson and the Assistant Principal.
2. Review any history of Academic Integrity Policy violations by the student.
3. Notify the Counselor.

C. The student and his or her parents will be notified by the teacher and/or department chair, and the action will be documented in the student's disciplinary record.

D. Consequences for Violation of Academic Integrity Policy:

1. First offense:
 - a) reduced or failing grade and /or requirement to redo the assignment or an alternative assignment,
 - b) notification of honor societies in which the student is a member.
2. Second or subsequent offense: failing grade on the assignment, and such other disciplinary action as determined by the Assistant Principal. This may include, but is not limited to, exclusion from extracurricular activities.
3. In addition to the above, consequences for any severe violations may also include suspension from school.

V. Appeals

A. If a student is determined to have violated the Academic Integrity Policy, the student may appeal the decision to the Academic Integrity Committee.

The following procedure shall apply to such appeals:

1. The student must submit a written request for an appeal to the Assistant Principal.
2. The Assistant Principal sets up a hearing with the Academic Integrity Committee, the teacher, the student and the student's parents.
3. The Committee hears the appeal and renders a decision.
4. The student, parents, and teacher are notified of the Committee's decision.
5. The Committee's decision is documented in the student's disciplinary record.

B. Composition of Academic Integrity Committee: The Academic Integrity Committee shall be appointed by the Principal in the spring of every year to begin its service in the fall of the next school year. The members shall serve for one year. The committee shall consist of five teachers from different departments. For each appeal, the Assistant Principal shall call on three of the Committee members to serve as the panel for that appeal, with their selection designed to minimize conflicts of interest.

C. The decision of the Academic Integrity Committee may be appealed to the Principal, but only on the basis of new evidence. Such an appeal must be made in writing within five school days of the Committee decision. The Principal's determination will be documented in the student's disciplinary record