



Central Bucks High School South Academic Integrity Policy

Statement of Philosophy

The primary goals of any educational institution should be to enhance the learning environment and to promote excellence. Central Bucks High School South believes that our school should reinforce the values of our democratic society, teach citizenship, and provide an environment conducive to ethical behavior. Our school community believes that all members of our community are responsible for maintaining a climate that values honesty, courtesy, consideration, integrity and a concern for others.

Cheating is an obstacle to achieving these goals. In any of its forms, for whatever reason, cheating denies the value of education. Our teaching staff strives to put the importance of learning above the importance of grades and to convince students that their best efforts are all that anyone should expect.

Definitions

Academic Integrity involves helping maintain a culture of honesty, trust, fairness, respect, and responsibility in all aspects of learning. Academic integrity means avoiding cheating and plagiarism in all forms and taking responsibility and ownership of your own work.

Academic Misconduct is intentionally or unintentionally breaking the codes of honesty, trust, fairness, respect, and responsibility in the academic process. Misconduct will be dealt with seriously and judiciously * see academic integrity infractions.

Since academic integrity involves taking responsibility of one's own learning, it is important to know and recognize the following forms of academic misconduct and avoid them:

Cheating

- Giving or receiving unauthorized assistance (e.g., copying, stealing exams, using electronic aids/devices, Internet sources, or using aids like *SparkNotes* instead of reading the original work) in any academic work, quiz, test, or examination.
- Using graphic calculators to store information/formulas, using camera phones or text messages to store or share testing information and/or other academic work.

Plagiarism is to steal and pass off the ideas or words of another as one's own. All of the following are considered plagiarism:

- Using a direct quotation from a text without quotation marks, even if the source has been cited correctly.
- Paraphrasing or summarizing the ideas or text of another work without documenting the source.
- Substituting a word or phrase for the original while maintaining the original sentence structure.
- Citing sources incompletely with intention to deceive.
- Patch writing: using words and phrases from a source text (that may or may not have been acknowledged) and patching them together in new sentences.
- Using graphics, visual imagery, video or audio without permission of the author or acknowledgment of the source.
- Translating text from one language to another without citing the original work.
- Falsification – Falsifying or inventing information, data, and citations.
- Multiple Submission – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.
- Turning in someone else's work as your own.

Most cases of plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find the original source is usually enough to prevent plagiarism. See **Student Responsibilities** for tips on how to avoid plagiarism.

Consequences

Consequences for cheating are serious. They are school-wide and cumulative for all the years a student attends Central Bucks High School South.

First Offense:

- Student must re-do assignment to meet standards without cheating/plagiarism. Student may receive up to ½ credit for revised assignment.
- Student must attend a conference with teacher, parent, and counselor to discuss infraction, as well as acceptable ways to meet course obligations.
- House Principal logs 1st offense of cheating in Infinite Campus/discipline file, and makes determination about additional disciplinary consequences.

Second Offense: (in any class)

- Student must re-do assignment to meet standards without cheating/plagiarism. Student will not receive credit for revised assignment.
- Student is suspended or removed from CBS activities, organizations, and/or privileges, pending successful completion of assignment.
- Student must attend a conference with House Principal, teacher, parent, and counselor to discuss infraction, as well as acceptable ways to meet course obligations.
- House Principal assigns Saturday Alternative Suspension and logs 2nd offense of cheating into Infinite Campus/discipline file.

Third Offense: (in any class)

- Student must re-do assignment to meet standards without cheating/plagiarism. Student will not receive credit for revised assignment.
- Student must attend an Administrative Hearing to determine appropriate consequences, including suspension and removal from CBS activities/organizations.

Teacher Responsibilities

- ✓ Make CBS Academic Integrity policy and philosophy known to all students.
- ✓ Include reference to CBS Academic Integrity policy in course information handouts and pertinent assignments. This may require students to “sign-off” indicating understanding of the policy.
- ✓ Consistently enforce CBS Academic Integrity policy.
- ✓ Create a learning environment that supports academic integrity with:
 - Specific expectations for individual tests, papers, homework, and class work.
 - Process guidelines and incremental checks/feedback provided to students prior to final assessment deadlines.
 - Fair warning and study suggestions for upcoming assessments.
- ✓ Supervise students actively during tests, in class essays, and quizzes.
 - Minimize student passes outside the classroom during assessments.
 - Plan constructive activities for students to do if they finish before classmates.

Student Responsibilities

- ✓ Make sure that you know and understand CBS Academic Integrity policy. Ask for clarification if necessary.
- ✓ Ensure that your actions comply with CBS Academic Integrity policy.
- ✓ During assessments:
 - Make sure your paper cannot be seen by anyone else.
 - Keep your eyes on your own paper.
 - Do not talk, text, or otherwise communicate with other students.
 - Do not use unauthorized notes, resources, computer print-outs, or other information sources.
- ✓ For projects, papers, assignments:
 - Use MLA format to document research and cite sources.
 - Use works cited and/or bibliography pages accurately and appropriately.
 - Cite sources for information, images, media clips, and all other material used.
 - Document your own thinking (brainstorming, research, drafts, etc.). If questioned about the authenticity of your work, be prepared to give evidence of your preparation for the final assignment or assessment. This evidence may include:
 - Outlines, mind-maps, brainstorm lists, graphic organizers
 - Photocopies or print-outs of research materials
 - Notes, note cards and source cards (paper or electronic)
 - Copies of all drafts of work (printed or electronic documents saved under individual file names)
 - Logs of work on assignments and papers
- ✓ In fairness to all students, make teachers aware of academic dishonesty, including kind of cheating and methods used.

Parent Responsibilities

- ✓ Reinforce the values you believe in. Make sure that students understand that your moral values apply every day.
- ✓ Reduce the pressure for "success at any cost." Give your child support even when his or her best effort doesn't earn an "A."
- ✓ Be aware of homework. Help your child protect study time. Provide a good study environment (desk, good light, quiet, etc.) Be sensitive to your child's study time frame. When s/he says s/he needs to study, s/he means it. Students commonly cheat because "there wasn't enough time."

Acknowledgement for the development of this document must be given to the members of the CBS Academic Integrity Committee led by Sarah Wyss-LeClair and Jennifer Tannous, as well as to resources and policies that were used in the compilation of this policy. These sources include: *Palo Alto High School Academic Honesty Policy*, *Council Rock High School Academic Integrity Guidelines*, *Conestoga High School Academic Honesty Policy*, *Virtual Salt: "Anti-Plagiarism Strategies for Research Papers"*

