

PIEDMONT HIGH SCHOOL ACADEMIC INTEGRITY POLICY

PHILOSOPHY

“Achieve the Honorable,” the PHS motto, means that the Piedmont High School community behaves with honesty and integrity. Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our values with or without the presence of others. In an environment of honesty and integrity, the work we turn in as our own is our own.

Teachers and administrators at PHS understand that pressure to get good grades can sometimes create the incentive to cheat. However we firmly believe that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. The Academic Integrity Policy affirms that we value learning for its own sake, and that we therefore demand personal integrity and intellectual honesty in all academic work.

DEFINITION

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breeches of academic integrity to a teacher, counselor, or administrator.

What is cheating?

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

Some examples of what cheating looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher.

TEACHER, STUDENT, PARENT, AND ADMINISTRATOR RESPONSIBILITIES

Students' Responsibilities

- Read and know the school's Academic Integrity Policy.
- In addition to observing the PHS Academic Integrity Policy, observe all course-specific rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework.
- Do not use study aids (such as Sparknotes) as an alternative to completing an assignment.
- Only work with others when the teacher has specifically given permission.
- Seek only appropriate help from parents, tutors, or other students; check with the teacher prior to receiving the help to know what help and assistance is appropriate.
- If collaboration has not been specified as permissible, the assignment must be your individual honest effort.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation. (Refer to the [PHS Style Guide](#) for further information.)
- During tests and quizzes, keep your paper covered and your eyes on your own paper.
- When in doubt, clarify with the teacher what aids may be used on the test (calculator, notes, etc.).
- Do not talk during test except to teacher.
- Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

Teacher Responsibilities

- Be precise about expectations for students by clearly stating the Academic Integrity Policy, orally and in writing.
- Communicate the range of consequences for Academic Integrity violations to the students.
- Address the use of study aids (e.g., SparkNotes, tutors, etc.) in course work.
- Clearly specify when collaboration with other students is permitted on an assignment.
- Review student work regularly for violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy regarding your own class assignments to an administrator.
- Report violations of the Academic Integrity Policy regarding another teacher's class assignments to that teacher (i.e., when an English teacher observes students copying Math homework in English class, the English teacher should report that to the Math teacher).
- Tell students when they are allowed to discuss a test after it has been given.

Parent Responsibilities

- Read and know the school's Academic Integrity Policy.
- Help the student understand you value academic integrity and expect the student to comply with the school's Academic Integrity Policy.
- Support the imposition of consequences if the Academic Integrity Policy is violated.
- Require students to do their own work.
- When helping students with assignments, ensure that their work remains their own.

Administrator Responsibilities

- Make available to all students, teachers and parents a copy of the school's Academic Integrity Policy.
- Facilitate ongoing conversations and reflection about the Academic Integrity Policy.
- Administer fair and consistent consequences for offenses of the Academic Integrity Policy.
- Maintain records of Academic Integrity Policy offenses.

PROCEDURES AND CONSEQUENCES

Procedures

All parties concerned—students, parents, and administrators—are to understand that the teacher’s professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.

Whenever a student is found to have violated the Academic Integrity Policy and/or course-specific rules, these procedures will be followed:

1. The teacher will document the violation and report it to the Assistant Principal via email.
2. The Assistant Principal will record the violation in SASI as part of the student’s permanent disciplinary record.
3. The Assistant Principal will review the student’s disciplinary record and determine whether the violation in question is the student’s first (or subsequent) offense.
4. The teacher will confer with the student and may contact the student’s parents. The purpose of the teacher-student conference is to review the Academic Integrity Policy, clarify why the work or behavior in question constitutes a violation of it, and help prevent future violations.
5. According to the stated expectations of individual teachers, an appropriate penalty for the offense will be imposed. Consequences for first-time and subsequent offenses are outlined below.

Consequences

Consequences for a first-time violation may include (but are not limited to):

- Point deduction on a quiz, test, paper, project, or homework assignment, a zero or negative points assigned as the grade.
- Detention(s).
- Citizenship of “U” on a quarter or semester report card.
- Grade lowered one (1) letter grade for the quarter or semester report card.
- A teacher may decline to write a letter of recommendation or report it in a letter. A teacher may also rescind a recommendation after it has been sent.

Consequences for subsequent violations may include (but are not limited to) any of those above as well as the following:

- Repeat offense in same class: Conference called by Administrator with student, teacher, parent, and counselor.
- Repeat offense, but not in the same class: Appropriate action taken by Administrator (e.g., detention and Saturday school).
- Grade lowered several letter grades for the quarter or semester report card.
- Suspension and/or exclusion from extracurricular activities, including removal from ASB office and disqualification from PHS Honor Society.