

Academic Integrity Code

Father McGivney Catholic High School

Father McGivney Catholic High School believes in creating a community of learning in which honesty, responsibility, and honor are the norms and in which academic integrity is the expectation. 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. Teachers and administrators understand the pressure to get good grades can sometimes create the incentive to cheat. Cheating removes the value of learning for the individual. Grades earned should reflect what the student has truly learned in the course. All learners must take personal responsibility for their education.

As an educational community, we believe honor is the defining characteristic of academic integrity. Educators and learners will respect the contribution, work, and thought of others through proper recognition.

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 breaches of academic integrity to a teacher, counselor, or administrator.

What is cheating?

Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one's own through verbal, written, graphic, electronic, or other means.

What is plagiarizing?

Using someone else's work, words, writings, ideas without giving them credit using approved citation.

Violations of Academic Integrity: This list is to serve as a guide and is not all inclusive:

- Copying answers from a student or allowing another student to copy answers
- Collaborating (working together) on an assignment that is intended to be done individually
- Using forbidden material to help during an exam, such as cheat sheets, graphing calculator, electronic devices or websites and apps.
- Discussing or sharing questions and/or answers to quizzes and exams
- Taking an exam or completing an assignment for another student
- Submitting the same work for more than one assignment without permission from your teacher(s)
- Altering corrections or scores with the intent of changing your grade
- Doing more or less than your share of a group project without permission from your teacher
- 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 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, giving a presentation, or taking a test
- Using ideas or exact wording published, collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to use your work as their own
- Failing to cite graphic, audio, or video files
- Downloading digital information illegally
- Using unauthorized electronic resources (i.e. websites, apps, and translation sites)

Student Responsibilities

- Read and know the school's Academic Integrity Code.
- Report to the teacher if cheating is taking place and how it is being done.
- Observe all course-specific rules and consequences established by your teachers.
- When in doubt, clarify with the teacher what aids may be used on the test (calculator, notes, etc.).
- Do not discuss any aspect of the test until the teacher has returned it and given permission to discuss it.

Teacher Responsibilities

- Be precise about expectations for students by clearly stating the Academic Integrity Code.
- 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.
- Report and document violations of the Academic Integrity Code regarding your own class assignments to an administrator.

Parent Responsibilities

- Read and know the school's Academic Integrity code.
- Help the student understand you value academic integrity and expect the student to comply with the school's Academic Integrity Code.
- Support the imposition of consequences if the Academic Integrity Code is violated.
- Require students to do their own work.

Administrator Responsibilities

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

Procedures

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

1. The teacher will document the violation and report it to the Administration via email.
2. The teacher will record the violation in Renweb under the "Behavior" tab.
3. The Administration 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 will contact the student's parents. The purpose of the teacher-student conference is to review the Academic Integrity code, 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 on a case-by-case basis.

Consequences for Academic Dishonesty

Academic Honesty Violations will be determined on a case-by-case basis. Consequences may include, but are not limited to:

- A deduction of points or loss of all points
- A failing grade for the project/assignment/test/etc.
- Parent notification and/or meeting with parents
- Notification to any faculty member writing a letter for college and/or academic purposes
- Removal from or ineligibility for academic honor organizations
- Suspension and/or exclusion from extracurricular activities

A student will not be permitted to withdraw/drop a class to avoid consequences imposed for violating this code

Adapted from academic integrity policies by Piedmont High School, California, O'Fallon Township High School, District 203, District 201