

## **ACADEMIC INTEGRITY POLICY**

Academic integrity is a primary and essential part of the learning process. Saint Viator High School seeks to offer an environment that fosters the mission and values of Catholic education. All students are expected to make decisions and choices with high standards of integrity.

Teachers seek to foster an atmosphere that is fair to all students. In an effort to minimize the potential for dishonest behavior, teachers instruct and assess in a manner that is fair to each student.

Parents are partners in the educational process and the primary influence upon their children. Parents need to support and complement Saint Viator High School's attempt to promote academic honesty among its students. By sending their student to Saint Viator High School, parents agree to support the school's policies regarding academic honesty.

Students are expected to strive to maintain academic integrity, to refrain from academic misconduct and to avoid aiding others to violate the academic integrity policy. Academic misconduct is subject to the disciplinary policies of the school.

### **Definition of Academic Misconduct (Not Inclusive)**

- 1. Scholastic Dishonesty** - A violation of the standards of academic integrity, including all forms of academic cheating; e.g. plagiarism, collusion, falsifying academic records and any other act designed to give unfair advantage to the student.
- 2. Cheating** - Any attempt to deceive or mislead the teacher in arriving at an honest evaluation of learning. Cheating includes helping others to cheat, using notes, cheat sheets, etc.
- 3. Plagiarism** - A form of cheating that involves presenting as one's own, the ideas, or work of another. This means submitting others' work (print, electronic or oral) in whole or part without thoroughly citing its origin.
- 4. Furnishing False Information** - Writing a term paper for another student or asking someone else to write a paper is dishonest. Copying the work of another student (current or former) is a violation of this policy. All assignments, quizzes, and tests, unless specifically indicated otherwise, are to be completed by individual students. Teachers will direct students when it is appropriate to complete an assignment with another student.
- 5. Selling and Distributing Materials, or Buying and Receiving Materials** - Selling or distributing tests, quizzes or term papers is unacceptable behavior. Buying or receiving tests, quizzes or term papers is equally unacceptable behavior.
- 6. Stealing** - Stealing copies of tests or answers keys in order to enhance performance raises serious moral concerns.

### **Standard Consequences**

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred. After giving the student notice of the

suspicion and an opportunity to explain his/her actions, the teacher will take the following disciplinary actions when it has been determined that academic misconduct has occurred.

### **First Violation**

- The student receives a failing grade of zero on the assignment or test.
- The teacher notifies the counselor and the Dean of Students by completing a disciplinary referral. (**Saturday Detention**)
- The teacher will notify the student's parents.
- Academic Misconduct is added to the student's disciplinary file.
- The student must meet with his/her counselor to discuss the infraction.
- The student is dismissed from all honor societies, including National Honor Society.
- The student may be removed from positions of leadership within the school.

### **Second Violation**

- The student receives a zero on the assignment or test.
- The teacher notifies the counselor and Dean by completing a disciplinary referral. (**Two Saturday Detentions**)
- The Dean of Students will notify the parents and arrange a conference.
- The student, parent, Dean, and counselor will meet with the Principal to discuss the seriousness of the academic misconduct and formulate a plan for academic success. Failure to attend the conference will result in a suspension.
- Academic Misconduct is added to the student's disciplinary file.
- The student is dismissed or denied an application from all school honor societies, including National Honor Society.
- The student is removed from positions of leadership within the school
- Depending on the nature of the second infraction in the same school year, a student may be placed on Social Probation for a period of time determined by the Principal.

### **Third Violation**

- The student receives a zero on the assignment or test.
- The teacher notifies the counselor and Dean by completing a disciplinary referral. (**Level IV violation.**)
- Academic Misconduct is added to the student's disciplinary file.
- The parents and student will meet with the Dean of Students and the Principal.
- Consequences may include, but are not limited to the following:
  - Social and Academic Probation for a period of time determined by the Principal
  - A failing grade for the course
  - Temporary or permanent removal from all co-curricular activities
  - Suspension or expulsion from Saint Viator High School
  - Exclusion from consideration for academic awards and recognition

To encourage and support the development of academic integrity, a student who successfully completes two consecutive semesters without a violation of the Academic Integrity Policy will be re-evaluated.

## **TURNITIN**

**Saint Viator High School has entered into a licensing agreement with Turnitin.com. This is an Internet-based computer system that uses a compilation of the Internet, academic database and student submissions to check papers for original writing. The goal is to teach students to express themselves effectively and properly through writing and to avoid plagiarism. The Internet provides many new opportunities for education. Most of our students use technology to communicate and to acquire information; however, with advancements in technology comes both accidental and intentional plagiarism. Papers submitted to the service are stored in their database as long as this service (Turnitin) remains in existence. Turnitin has taken steps to insure that student privacy is not violated. Saint Viator will further insure that privacy by allowing students to submit papers under assumed names. Turnitin is the final arbitrator of the originality of the paper. Students will be required to submit their writing assignments to TURNITIN during the school year.**