# **Littleton High School's Academic Integrity Policy**

**Academic Integrity** is essential to upholding a climate of honesty and fairness at Littleton High School. It is important that *all* members of the LHS educational community maintain high standards of integrity and excel to their highest ability in order to protect the value of the educational process and to maintain the credibility of LHS as an educational institution. Academic Integrity is acknowledging responsibility for:

- Producing the student's own work
- Recognizing others' work according to Modern Language Association (MLA), American Psychological Association Style (APA), or Chicago Manual of Style
- Valuing learning over grades
- Maintaining honor and trust at Littleton High School

### Violations

Violations against the Academic Integrity Policy include but are not limited to:

#### Cheating

The term **assessment** includes exam, test, quiz, essay, take-home test, lab, homework, assignment or any other means of assessing student knowledge and skills.

- 1. Copying from others.
- 2. Having or using resources not specifically authorized, reviewed or approved by the teacher.
- 3. Providing or receiving information about all or part of an assessment, including answers or unauthorized materials (e.g. telling someone in a subsequent period what was on the assessment, or seeking this information).
- 4. Altering a graded assessment and resubmitting it for a better grade without teacher permission.
- 5. Using or displaying during an assessment any prohibited or unauthorized information or device (e.g. programmable calculators, cell phones, "cheat sheets," etc.).
- 6. Seeking unauthorized assistance on a take-home or make-up assessment.
- 7. Failing to stop work promptly on an assessment when the time

allocated has elapsed.

- 8. Failing to abide by teacher or school instructions as related to an assessment.
- 9. Deceiving a teacher to get special consideration on an assessment
- 10. Misrepresenting academic accomplishments (e.g. tampering with computer records, fabricating resume information, etc.).
- 11. Manipulating others for one's own academic benefit.
- 12. Forging a signature.

#### **Plagiarism**

- 1. Getting or giving improper assistance on an assignment meant to be individual work (e.g. using materials or information not based on your own research and writing, knowledgeably giving a fellow student your work for his/her credit, etc.).
- 2. Submitting substantial portions of the same academic work for credit in more than one course without consulting with, and receiving permission from, the current teacher.
- 3. Making up data for an experiment or citing non-existing sources in any research.
- 4. Failing to cite sources properly:
  - a. not using quotation marks when needed.
  - b. not acknowledging sources when paraphrasing.

## **Enforcement Policy**

When a student is in violation of the Academic Integrity Policy, the following progressive steps will occur:

- A meeting between the student and teacher will follow.
- The student will receive a reduced grade or a grade of zero for the assessment, at the discretion of the teacher.
- The teacher will document the incident on a discipline referral, based on the severity of the violation, and give it to the appropriate administrator, who will file the referral in the student's discipline record.
- If the incident is documented as a referral, the teacher will notify the parents of the details of the violation and the consequences.
- Repeated offenses may result in course level penalties, program level penalties, or suspension.

If the student contests the academic dishonesty violation and consequences, he/she has recourse for mediation of the dispute. This process includes the following:

- The student writes a letter, requesting a conference to further discuss the issue and also stating his/her specific reasons for the requested mediation.
- The student gives the letter to his/her counselor no later than one week after the initial meeting between the student and teacher.
- The counselor will arrange a conference which will include the student, parent, teacher, student's counselor and a member of the administrative team.
- The school administrator will ultimately decide final penalties.

Littleton High School students, faculty and administrators are expected to read and understand the above policies and definitions and abide by the above enforcement procedures.

## **Enforcement Policy**

When a student is in violation of the Academic Honesty Policy and Agreement:

- A meeting between the student and teacher will follow.
- The teacher will document the incident on a discipline referral and given to the appropriate administrator, who will file the referral in the student's discipline record.
- The student will receive a reduced grade or a grade of zero for the assessment, at the discretion of the teacher.
- The teacher will notify the parents of the details of the violation.
- Repeated offenses may result in course level penalties, program level penalties, or suspension.

If the student contests the academic dishonesty accusation and consequences, the student has recourse for mediation of the dispute. This process includes:

- A letter written by the student, requesting a conference to further discuss the issue, also stating the student's specific reasons for the requested mediation.
- The conference will include the student, parent, teacher, student's counselor and a member of the administrative team.
- This student letter must be received by the student's counselor no later than one week after the initial meeting between the student and teacher.
- The school administrator ultimately decides final penalties.

Students and faculty are expected to read and understand the above policy, violations and procedures and will be held accountable to their expectations.