



# STRATH HAVEN HIGH SCHOOL

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## Academic Integrity Guidelines Effective September 2017

*We believe that all members of our school community should strive to act in an honorable way at all times. We should be judged on the basis of our own work and are accountable for our actions. Collaboration, while encouraged, does not give us the right to plagiarize each other's work. Contributions from others must be properly credited. A standard of trust for the completion of individual work is expected. In our school community, we value effort, learning and the sharing of knowledge. We foster an environment of integrity, which prepares us for future academic work through holding ourselves accountable for our actions.*

Strath Haven High School students are expected to maintain the highest standards of academic integrity. As part of the education process students will be required to complete the initial Badge program during their 1<sup>st</sup> year at Strath Haven High School. Students will be expected to complete the second level Badge program during their 2<sup>nd</sup> year at Strath Haven High School. Failure to complete the program will result in the student having an obligation placed on the student's account.

Students who are found to have engaged in any violation of academic integrity will receive the following consequences:

1. Student will receive a zero as a grade on the specific assignment.
2. Guidance counselor will be notified.
3. Teacher will contact the parent/guardian to notify them of the offense.

All violations will incur the standard school procedure. The Level System will be a guideline used in order to track Academic Integrity violations over the high school tenure of a student. The point system will be cumulative.

### 1<sup>st</sup> Degree Offense (2 pts)

- Any offense that impacts the offending student's grade as well as the person with whom they collaborated.
  - Offenses include, but not limited to, copying homework or lab work, cheating on a quiz, giving or receiving answers on a homework assignment, sharing a lab or quiz with another student during an individual assessment, collaboration on an independent assignment.

### 2<sup>nd</sup> Degree Offense (3pts)

- Offenses that require forethought and/or planning, as well as intent
  - Offenses include, but not limited to, major test, major term paper, long term assignment or exam, any other assignments that are considered a major part of the class, using a cheat sheet, writing answers down on an object or sheet used during a test, plagiarism.

### 3<sup>rd</sup> Degree Offense (6 points)

- Any offense that impacts the student as well as impacts the learning of their peers, or is a disruption to the normal educational process of a class.
  - Offenses include, but not limited to, stealing a test or exam, distributing any stolen assessment, distributing answers or materials from one class to another, using any electronic device to copy and distribute materials, offenses that require intent.

Note: A Level 3 offense will warrant notification and involvement of a school administrator.

A Level 3 offense will also result in an administrator notifying the student's guidance counselor that the degree of violation warrants notification on all post secondary applications.

### 6 Point Rule

- All violations of academic integrity will result in notification of a student's counselor and the Assistant Principal responsible for maintaining the comprehensive student record. The Assistant Principal will maintain a total on each student as needed. In the case of a student reaching six total points of academic integrity violations, the Assistant Principal will notify the students' guidance counselor that the degree of violations warrants notification on all post secondary applications.

Throughout a student's high school career, there may be times when a violation occurs due to poor judgment. This system permits students to learn from those mistakes most frequently encountered at this developmental stage.

### Appeal Process

If a student believes they have been falsely accused of a violation, the student may appeal.

- Within 3 class days of the violation the student must provide, in writing, a justification as to why they feel they have been falsely accused.
- The appeal, along with the evidence of the teacher, will be provided to a three-person Academic Integrity Board for review and consideration.
- The Academic Integrity Board will determine, based on the evidence, if a violation has occurred. If the determination agrees a violation has occurred, then the standard consequences will apply. If the Academic Integrity Board disagrees, the student's record for the specific violation will be expunged.