

## ACADEMIC INTEGRITY

The School District of Colby regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to upholding of the academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty.

The **administration** will:

- Promote and encourage the staff on an ongoing basis to educate students regarding the district's policy of academic honesty.
- Determine appropriate consequences for policy violations.

The **staff** will:

- Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that shall include but not be limited to test taking, research techniques, written work, and use of library and computer resources.
- Encourage the demonstration of knowledge, the honing of research skills, and self-expression in student work.
- Promote circumstances in the classroom that will reinforce academic honor and promote original and focused responses from students.
- Evaluate effectiveness of their own efforts.

The **student** will not engage in:

- Plagiarism – “Plagiarism”, according to district guidelines, is a type of cheating in which a student attempts to receive academic credit for work prepared by someone else, either in whole or in part. The district expects student work to be entirely the product of that student regardless of format or medium. Any part of a student work not created originally by the student must be properly cited. Examples of plagiarism violations include: turning in another student's work as your own; copying from a source text without proper citation or documentation; purchasing academic materials and submitting them as original work; paraphrasing materials from a source text without proper documentation; assembling work from a variety of sources without documentation; distributing one's own work so that someone else may claim credit; assisting another student to plagiarize; collaboration not authorized by a teacher; and using sources that are not cited.
- Copying from another student's test or assignment, or allowing another student to copy from a test or assignment.
- Using the textbook or other materials during a test without teacher permission.
- Using prepared materials during a test (e. g., notes, formula lists, computer or calculator programs) without teacher permission
- Using teacher texts or other such material to complete an assignment without teacher permission
- Stealing, buying or otherwise obtaining all or part of a test/answer key before it is administered
- Selling or giving away all or part of an unadministered test, including answers whether through traditional or electronic means
- Taking a test for someone else or permitting someone to take a test for you

- Fabricating data or citations
- Forgery
- Submitting the same or similar work in more than one course without the prior approval of the teacher(s) involved.

The **parents** will discuss the district's academic integrity policy (see student handbook) with their students and promote circumstances that will help to uphold this policy.

Teachers are responsible for investigating violations of the district's cheating policy and for disciplining students. Students violating board policy may be subject to any of the following consequences:

- Required to re-do the assignment completely
- Reduction of credit by a degree commensurate with the severity of the violation
- Parent notification,
- Referral for counseling, or
- Further disciplinary action.
- Removal from class with/without notation on transcript by principal designating the discipline.

In the case of a major violation, the teacher may refer the incident to the administration. Administrative referral may be appropriate for example, when several students are involved in the infraction and the teacher does not have the capacity to perform a comprehensive investigation.