

## **Ballston Spa High School Academic Integrity Policy**

### **Philosophy**

The mission of Ballston Spa High School is to provide a safe, nurturing, and rewarding environment where all students will be afforded the opportunity to enhance their knowledge, to develop self-esteem and to cultivate a respect for others by pursuing a diverse and relevant curriculum taught by a competent and caring staff. Consequently, Ballston Spa High School graduates should be responsible, thinking adults who accept learning as a lifelong process, who strive for excellence in all their endeavors, and who live productively in a changing global and technological society. In order to meet this goal, all administration, faculty, students, and parents must share in the responsibility of adhering to the *Academic Integrity Policy*.

### **Definitions:**

#### **Having academic integrity means valuing and demonstrating respect for:**

- Personal honesty
- The development of lifelong learning
- The creations and opinions of others

#### **Acting with academic integrity means:**

- Taking full credit for your own work, but properly acknowledging those who have influenced you or whose work you have incorporated into your own
- Collaborating with others only as specifically directed and authorized
- Refusing to engage in cheating
- Reporting violations of the academic integrity policy to a teacher or administrator

#### **What is cheating?**

- Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means

#### **Some examples of what cheating looks like:**

- *Plagiarism*: Presenting information collected, organized, or envisioned by someone else as your own or allowing someone else to present your work as his or her own
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment
- Using prohibited material to “help” during an assessment, such as cheat sheets, graphing calculators, or cell phones
- Asking about or sharing questions and/or answers to quizzes and exams

- Submitting the same work for more than one assignment without express permission from your teacher(s)
- Altering corrections or scores with the intent of changing your grade
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or assessment

## **Roles and Responsibilities**

### Students' Responsibilities

- Understand and adhere to the school's Academic Integrity Policy
- Do not copy homework or let someone else copy your homework
- Do not use study aids (such as Sparknotes) as an *alternative* to completing an assignment
- Only work with others when the teacher has specifically given permission
- Take responsibility for doing your fair share on a collaborative assignment
- On papers, summarize, paraphrase or quote using proper MLA documentation
- During tests and quizzes, keep your paper covered and your eyes on your own paper
- Do not discuss any aspects of the test until the teacher has returned it or given permission to discuss it

### Teacher Responsibilities

- Model standards of academic integrity.
- Be precise about expectations for students concerning academic integrity.
- Clearly specify when collaboration with other students is permitted on an assignment.
- Review student work regularly and report violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy regarding another teacher's class assignments to that teacher (i.e., when an English teacher observes students copying math homework in English class, the English teacher should report that to the math teacher)
- Understand and adhere to the School's Academic Integrity Policy

### Parent Responsibilities

- Understand and adhere to the School's Academic Integrity Policy
- Support the School's role in promoting academic integrity
- Require students to do their own work
- When helping students with assignments, ensure that their work remains their own

### Administrator Responsibilities

- Model standards of academic integrity
- Make a copy of the School's Academic Integrity Policy available to all students, teachers, and parents

- Provide ongoing professional development to support the implementation and revisions of the Academic Integrity Policy
- Administer fair and consistent consequences for offenses of the Academic Integrity Policy
- Maintain records of Academic Integrity Policy offenses in a database that is accessible to staff

## **Procedures and Consequences**

All parties concerned – students, parents, and administrators- are to understand that the content area teacher’s professional judgment will determine whether a violation of The Academic Integrity Policy has occurred and what the severity of the consequences will be. Whenever a student is found to have violated The Academic Integrity Policy and/or course specific rules, these procedures will be followed:

### **Procedures**

1. Document the violation and report to the designated administrator
2. The administrator will record the violation in the Academic Integrity Violation Database and determine whether the violation is the student’s first (or subsequent) violation
3. The teacher will confer with the student and may contact the student’s parents. The purpose of the teacher-student conference is to review the Academic Integrity Policy, clarify why the work or behavior in question constitutes a violation of it, and help prevent future violations

### **Consequences**

Consequences for a first-time violation, depending upon severity of offense, may include (but are not limited to):

- Point deduction on a quiz, test, paper, project or homework assignment, a zero or negative points assigned as the grade
- Grade lowered one (1) letter grade for the quarter or semester report card
- A teacher may decline to write a letter of recommendations or report it in a letter - A teacher may also rescind a recommendation after it has been sent

Consequences for subsequent violations, depending upon severity of offense, may include (but are not limited to):

- Repeat offense in same class: Conference called by Administrator with student, teacher, parent, and counselor
- Repeat offense, but not in the same class: Appropriate action taken by Administrator (e.g. detention)
- Grade lowered several letter grades for the quarter or semester report card
- A teacher may decline to write a letter of recommendations or report it in a letter. A teacher may also rescind a recommendation after it has been sent