

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, knowledgeable 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.

Addendum to the LHS Academic Integrity Policy

Written in 2013-2014 to include International Baccalaureate Diploma Program (IBDP) rules and regulations and to share with IBDP teachers and students.

Malpractice: further details

IBDP students and teachers must understand the definitions of malpractice: “Any behavior that results, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components” (IBO 3).

Collusion:

In addition to the acts defined under Cheating and Plagiarism on the LHS Academic Integrity Policy (henceforth, AIP), malpractice includes, “collusion: this is defined as supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another... and any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record)” (IBO 3).

The Internet:

“Candidates must record the addresses of all web sites from which they obtain information during their research, including the date when each web site was accessed...the URL constitutes the web site address for this purpose. This includes the copying of maps, photographs, illustration, data, graphs and so on” (IBO 3).

Art:

“Copying works of art, whether music, film, dance, theater arts or visual arts, also constitutes plagiarism...the original source must always be acknowledged” (IBO 3).

Collaboration:

“For most assessment components candidates are expected to work independently with support from their subject teacher (or supervisor in the case of extended essay). However, there are occasions when collaboration with other candidates is permitted or even actively encouraged, for example, in the requirements for internal assessment. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content and conclusion or summary of a piece of work must be written in each candidate’s own words and cannot therefore be the same as another candidate’s. If, for example, two or more candidates have exactly the same introduction to an assignment, the final award committee will construe this as collusion, and not collaboration” (IBO 3). It’s very important that teachers and students understand the difference between collaboration and collusion.

Examinations:

Students must follow the rules and regulations as put forth by the “Conduct of Examinations.” Any breach of these regulations would constitute malpractice.

Coordinators and teachers must also abide by the “Conduct of Examinations.” If coordinators and/or teachers violate the rules and regulations of this document, they may be investigated by the IBO.

Source cited:

IBO. *Academic Honesty*. Chippenham, Wiltshire: Antony Rowe Ltd, 2007. Print.