

GHS Academic Integrity Guidelines and Procedure

(1) Honor Code for Greenwich High School

Overview:

Mutual trust, fairness, and intellectual honesty are central to the very nature of learning. These values represent the highest possible expression of shared beliefs among the members of the GHS community. As members of the Greenwich High School community, we believe these principles should be upheld at all times in order to foster an environment in which academic integrity is respected and valued.

Responsibilities:

A. Student Responsibilities:

1. To understand the school Academic Integrity Policy and individual teacher assignment guidelines.
2. To proactively seek clarification and communicate openly with teachers about any ambiguity regarding guidelines/expectations for all assignments.
3. To maintain and support the academic integrity of the school community by completing all assigned work, activities, and assessments honestly and fairly without engaging in cheating or plagiarism.

B. Teacher Responsibilities:

1. To maintain and support the academic integrity of the school community.
2. To explain the use of permissible materials and collaboration in coursework.
3. To clearly present the Academic Integrity Policy and individual teacher assignment guidelines and expectations, as outlined in the syllabus.
4. To check student work for cheating or plagiarism through a variety of means, including but not limited to plagiarism-detection software such as Turnitin.com.
5. To report any violation of the Academic Integrity Policy to take other appropriate action as set forth herein.
6. To enforce appropriate consequences for Academic Integrity Policy violations.

C. Administrator and Assistant Dean Responsibilities:

1. To maintain and support the academic integrity of the school community.
2. To enforce appropriate consequences for Academic Integrity Policy violations.
3. To maintain records of Academic Integrity Policy violations in the student's disciplinary record.

D. Parent/Guardian Responsibilities:

1. To support the academic integrity of the school community.
2. To become knowledgeable of the school Academic Integrity Policy and individual teacher guidelines.

Pledge for Students:

On my honor, I pledge to uphold the Greenwich High School expectations of academic honesty and personal integrity. I further understand that failure to uphold this Policy subjects me to the consequences and penalties specified in the Greenwich High School Handbook.

Academic Integrity:

Outlined below are guidelines for students concerning cheating and plagiarism as well as consequences for violations outlined in the Greenwich High School Handbook.

Academic Integrity means:

1. Producing your own thinking/writing for any work submitted including but not limited to an assignment, quiz, essay, or test.
2. Submitting your best work and meeting academic deadlines.
3. Keeping your work to yourself unless working on teacher authorized collaborative projects.
4. Appropriately citing all other sources, including study guides and Internet sites, from which you drew quotes, paraphrases, or ideas.

Cheating includes but is not limited to the following examples:

1. Copying from other students during an assessment.
2. Collaborating on a test, quiz, homework assignment, or project without the teacher's authorization.
3. Possessing or using unauthorized materials during an assessment or to complete an assignment.
4. Programming of notes, formulas, or other aids into an electronic device without prior authorization.
5. Using a communication device or the Internet to obtain unauthorized information during an in-class or take-home assessment.
6. Using online or electronic translation devices without the teacher's authorization.
7. Taking an assessment for another student or permitting someone else to take an assessment for you.
8. Allowing others to do research or writing of an assignment; e.g.,
 - a. Using the assistance of another person (family member, friend(s), etc.) inappropriately.
 - b. Having private tutors and/or outside resources/companies draft, dictate, or otherwise do work that the student should be completing on their own.
9. Submitting substantial portions of the same academic work for credit in more than one course without consulting the second teacher.

10. Using invented information or the falsification of facts, research, data, or other findings.

Plagiarism means:

1. Intentionally or unintentionally presenting another's work/writing as your own.
2. Using direct quotes, paraphrases and specific ideas of another person without explicit, appropriate attribution.
3. Obtaining and submitting work from Internet sources without proper citation.
4. Supplying/selling work to another.
5. Failing to properly credit sources (directly cited or paraphrased).

(2) Procedure and Consequences for a Violation of Academic Integrity Policy

Once the teacher determines that a violation of the GHS Academic Integrity Policy has occurred, the following steps will be taken:

- a) Teacher conferences with the student to discuss what occurred.
- b) Teacher submits a referral form and sends documentation of the violation to the House Assistant Dean.
- c) The Assistant Dean will reach out to the teacher to communicate the level of the offense.
- d) Teacher may confer with their Program Administrator.
- e) Teacher will inform students and parents/guardians of the violation in a timely manner.
- f) Teacher will confirm with AD that the parent/guardian was contacted.
- g) Student will meet with the House Administrator or Assistant Dean.
- h) Student and house team will engage in a reflective process.
- i) House Administrator follows up with a letter to be sent home indicating the consequences.
- j) The action is documented in the student's disciplinary record and in Aspen as a visible comment to parents/guardians and students attached to the grade, specifically, "academic integrity violation."

First Offense*

- a) 50% credit on the entire assignment. Assignments include projects, tests, quizzes, essays, homework, etc. Aforementioned procedures and consequences a)-g) will be followed and administered. *In order for the student to receive a grade other than 50%, the teacher must consult with the student's House Administrator for approval.*

Second Offense

- a) Zero on the entire assignment. Assignments include projects, tests, quizzes, essays, homework, etc. Aforementioned procedures and consequences a)-g) will be followed and administered with additions below.

- b) Referral to House Administrator for two after school detentions.
- c) Student/teacher/counselor/parent/guardian/House Administrator conference will occur.
- d) Referral to the House Social Worker or Psychologist.

Third and Subsequent Offenses

- a) Zero on the entire assignment. Assignments include projects, tests, quizzes, essays, homework, etc. Aforementioned procedures and consequences a)-g) will be followed and administered with additions below.
- b) Referral to House Administrator for two after school detentions.
- c) Student/teacher/counselor/parent/guardian/House Administrator conference will occur.
- d) Referral to the House Social Worker or Psychologist.
- e) Student will complete 5 hours of community service, location to be determined during the team conference.
- f) Referral to the House Social Worker or Psychologist.

*Students accumulate offenses with each infraction during their time at GHS.