

## **Holmdel High School Academic Integrity Policy**

### **Philosophy Statement**

The Holmdel High School Academic Integrity Policy will promote an environment of intellectual honesty, integrity, fairness, and mutual respect. This initiative will enable students to continue to strive for academic excellence while promoting a sense of ethics and social responsibility.

The Academic Integrity Policy includes the following four principles:

**Honesty:** Academic and professional honesty are required in the production and pursuit of knowledge in a highly academic setting. Students will properly acknowledge all sources of research that are not originally theirs.

**Integrity:** All sources must be acknowledged and credit must be given with all academic submissions.

**Fairness:** Although individual differences exist, there will be equity in implementing the academic integrity standards.

**Mutual Respect:** There will be mutual respect among teachers, students, and administrators.

Academic integrity is the core of academic excellence at Holmdel High School. We will create a culture of honesty and trust where students will develop into responsible learners.

The Holmdel High School community knows that this task will take consistency and fairness in its implementation. It is with this in mind that this policy will include responsibilities of teachers, parents, students, and administrators. All stakeholders of the school community will be educated about this policy before it goes into effect, so there is a broad understanding of its purpose.

## **Responsibilities of Students, Parents, Teachers, and Administrators**

**The students** are expected to uphold the standards of this policy at all times. They will hand in all original work with no exception. If students have knowledge about a violation of this policy it is expected that they will report it to the teacher.

**The parents** are expected to support and reinforce the ideals put forth in this policy. If parents have a question about an assignment or a potential policy violation, they should contact the teacher first.

**The teachers** are expected to review this policy with their students at various times throughout the school year. They will consistently enforce and report all potential violations to their supervisor/administrator. Teachers will also clarify specific directions for assignments and communicate with parents and students when appropriate. They will also use academic integrity statements for designated assignments.

**The administrators** are expected to consistently uphold and enforce this policy. They will discuss the policy at class meetings and parent meetings to communicate expectations and clarify responsibilities. Administrators will document all violations in a central location for consistent tracking of student incidents.

### **Infractions and Consequences**

Included below is a list of possible infractions and consequences. This list is meant to be used as a guide and does not include all possible violations.

#### **Level 1 Offenses**

- Copying or lending assignments without authorization, including homework, computer files, papers, and lab assignments.
- Using strategic absenteeism to gain an apparent advantage on assessment dates and assignment due dates.
- Fabricating data on a lab report.
- Altering a returned assessment paper to seek a better grade.
- Breaking test protocol as defined by the teacher. Examples include, but are not limited to: no talking, not using notes, and books/materials closed and off desk.
- Plagiarizing: The student has completed the majority of the work on his/her own. The student plagiarizes a few lines of text or at most a paragraph without proper citation.

**If a student has any concerns or questions about how to cite material for particular assignments, the student has the responsibility to consult his/her teacher.**

#### **Level 1 Consequences**

Holmdel staff and administrators will respond to a violation of the Academic Integrity Policy with one or more of the following actions. **All infractions will become a part of the student's disciplinary record.**

- Grade of zero for the assignment with no opportunity to make up work
- Grade reduction after completion of an alternative assignment
- After school detention
- Notifications to any Honor Society and possible student removal
- Possible loss of eligibility for academic honors including valedictorian

**Repeat offenders can expect a Level II consequence to be applied.**

**Level II Offenses**

- Providing/receiving unauthorized assistance during an assessment.
- Accessing teacher materials and/or grades, including electronic access and hard copy access.
- Storing data on electronic devices and retrieving the data to assist during an exam.
- Possessing teacher test banks and teacher edition materials.
- Sharing content of teacher assessments with other students. This includes verbal, electronic, or hard copy communication.
- Plagiarizing: The student hands in an assignment where significant portions of the student's work are not his/her own. Significant portions may be defined as multiple paragraphs.

**If a student has any concerns or questions about how to cite material for particular assignments, the student has the responsibility to consult his/her teacher.**

**Level II Consequences**

Holmdel staff and administrators will respond to a violation of the Academic Integrity Policy with one or more of the following actions. **All infractions will become a part of the student's disciplinary record.**

- Grade of zero for the assignment with no opportunity to make up work
- Grade reduction after completion of an alternative assignment
- Notification and possible removal from any Honor Society
- Loss of eligibility for academic honors including valedictorian
- Extended detention
- In-School Suspension
- Out of School Suspension

**When determining the appropriate consequence(s) for multiple or repeat offenses, staff and administration will consider the offending student's academic integrity record for his/her entire Holmdel High School career.**

In unusual situations, the Administration reserves the right to administer consequences beyond those listed above.

In addition to the original work done by the Middle States Discipline subcommittee, this policy includes work from the following schools: Monmouth University, Red Bank Regional High School, Rumson-Fair Haven Regional High School, and Mountain Lakes High School.

**Source:** Regular Board Meeting

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