

IV. Range of Consequences for violations of the Academic Integrity Policy (AIP):

Page



| | Minor Violation | Major Violation |
|--|---|---|
| First Offense | <ul style="list-style-type: none"> • 0% grade for the assignment with no opportunity to make up the work in any way including extra credit work. | <ul style="list-style-type: none"> • Same as First Offense • Minor violation PLUS: • One session of central detention. • Recommended loss of Bayer Honors Awards (BHA) and National Honor Society (NHS) eligibility for that school year. |
| Second Offense | <ul style="list-style-type: none"> • Same as First Offense Minor Violation PLUS: • One session of central detention. • Recommended loss of BHA and NHS eligibility for that school year.. | <ul style="list-style-type: none"> • Same as First Offense • Minor Violation PLUS: • One session of extended detention. • Recommended loss of BHA and NHS eligibility for that school year. |
| Third Offense (and All Subsequent Offenses) | <ul style="list-style-type: none"> • Same as First Offense Minor Violation PLUS: • One session of extended detention. • Recommended loss of BHA and NHS eligibility for that school year. | <ul style="list-style-type: none"> • Same as First Offense Minor Violation PLUS: • 1-3 days in-school-suspension at the discretion of the teacher, tract administrator, or Principal. • Recommended loss of BHA and NHS eligibility. |



Academic Integrity Policy

**West Haven High School
One McDonough Plaza
West Haven, Connecticut 06516
West Haven High School**

(This policy was created by students and faculty members of the WHHS Academic Integrity Committee (AIC) and approved by the West Haven Board of Education on October 4, 2010.)

Minor Violation

Homework assignments
Quizzes

vs.

Major Violation

Tests/Midterm Exams/Final Exams
Projects / Lab Reports
Formal essays and research papers

* Any incident where a student shows premeditation to cheat is a major violation.

** For all offenses, students must complete the AIP Reflection Form.

**AIC website:
www.whschools.org> WHHS> Clubs and Activities**



WEST HAVEN HIGH SCHOOL
Academic Integrity Policy

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Academic Honor Council (AHC) Flow Chart



VIII. Academic Honor Council (AHC) Appeal Form

*** This report is to be completed by the appealing student and forwarded to the student's tract administrator.**

Date: _____ Grade: _____

Student Name: _____

Teacher Name: _____

Course: _____

Student requests that his/her parents attend the AHC hearing.

Yes _____ No _____



Recommended Consequences for AHC Infractions

INFRACTION MINOR

MAJOR
(Infraction was planned/
premediated)

First

Seconde

Third
(and All
Subsequent
Offenses)

Did student appeal decision: Yes _____ No _____

Other observations:



I. Statement of Purpose:

In order to promote academic integrity at West Haven High School, this policy clearly defines plagiarism and cheating, lists procedures for teachers to follow if confronted with a cheating incident, outlines various consequences for students who decide to cheat, and gives students the opportunity to promise not to engage in such conduct.

II. Definitions: (Adapted with permission from Staples HS, Westport, CT)

- a. Integrity is doing the right thing when no one is watching and taking personal responsibility for one's actions.
- b. An assessment is any assignment for which a student receives a grade.
- c. Cheating is the act or attempted act by which a student deceives, acts dishonestly, or misrepresents work that he/she has produced on an assessment or assists another to misrepresent his/her work. Cheating includes but is not limited to the following examples:
 - i. Copying from others during an assessment inside or outside the classroom;
 - ii. Collaborating on an assessment with others without teacher authorization;
 - iii. Using unauthorized materials to complete an assessment including notes, calculators, cell phones, other electronic devices, or the Internet;
 - iv. Taking an assessment for another student or permitting someone else to take an assessment for you;
 - v. Allowing others to conduct research or write an assessment (i.e. accessing another's essay from the Internet without acknowledgement);
 - vi. Submitting substantial portions of the same academic work for credit in more than one course without consulting the second teacher.



- vii. Accessing, taking and benefiting from copies of tests and quizzes previously used or to be used by teachers;
 - viii. Obtaining test questions and/or copies of tests outside the classroom setting;
 - ix. Submitting papers written in whole or part by someone else including the Internet;
 - x. Submitting papers on which the student has received substantial assistance from peer and/or adults that dramatically changes the character of the work so that it no longer is the student's own;
 - xi. Submitting a paper purchased from a research or term paper service, including but not limited to the Internet.
- d. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. This applies to unpublished as well as published sources. Plagiarism includes but is not limited to the following examples:
- i. Quoting another person's words, sentences, paragraphs, or entire work without the acknowledgement of the source;
 - ii. Utilizing another person's ideas, opinions, or theory without acknowledgement of the source;
 - iii. Copying another student's written assessment answer;

* To avoid plagiarism and to learn how to properly cite sources, students should refer to the following guide:

Gibaldi, Joseph, *MLA Handbook for Writers of Research Papers*, 7th Edition, 2009;

copies are located in the WHHS Library/Media Center and the Social Studies Department office.

* Students may also want to use the following websites as a reference:

- www.owl@perdue.edu
- www.bibme.org
- www.easybib.com



**VII. Academic Honor Council (AHC)
Referral Form**

*** This report is to be completed by the reporting teacher and forwarded to the student's tract administrator.**

Date: _____ Grade: _____

Student Name: _____

Teacher Name: _____

Course: _____

Teacher is seeking administrative follow-up on this infraction:

Yes _____ No _____

Teacher has spoken directly with student: Yes _____ No _____

Teacher has communicated with parent: Yes _____ No _____

INFRACTION OBSERVED (check type)

- Infraction observed (check type)
- Giving unauthorized aid during an exam/quiz
- Receiving advanced information about an exam/quiz
- Using unauthorized notes/resources in any form
- Group work on individual project without teacher au-
- Misrepresentation or fabrication
- Homework copying
- Other (specify)
- Plagiarism (check type)
- Use of copied text without reference or citation
- Paraphrasing text or idea without reference of citation
- Fabricated bibliography

Description of infraction:

Student statement:



V. AIC Student Agreement

Yes, I understand the definitions associated with cheating and plagiarism.

Yes, I understand that cheating and acts of plagiarism are wrong.

Yes, I understand the consequences of cheating and committing acts of plagiarism at West Haven High School.

Yes, I promise to adhere to the West Haven High School Academic Integrity Policy for my entire time at WHHS and, thereby, accept any and all consequences for its violation.

Student's name (Please print neatly.)

Grade

Student's Signature

Date

Parent/Guardian Name (Please print neatly.)

Parent/Guardian's Signature

Date

VI. Academic Integrity Pledge

In order to reinforce the AIP, the following *Academic Integrity Pledge* will be posted in all classrooms. Additionally, all teachers are encouraged to have students write the code on all assessments, especially unit tests, exams, labs, and research essays.

“On my honor, I have neither given nor received unauthorized aid.”



- e. Fabrication is the use of invented information or the falsification of research or other findings.
- f. Academic misconduct is any other academically dishonest acts or assistance to other students in the commission of these acts. Academic misconduct includes but is not limited to the following examples
 - i. Stealing, buying or bribing to obtain all or part of an assessment;
 - ii. Selling or giving away all or part of an assessment, including answers (i.e. telling students the content of an assessment taken at an earlier time);
 - iii. Continuing to work on an assessment after the specified allotted time has elapsed without teacher authorization;
 - iv. Changing, altering, or being an accessory to the changing or altering of a grade on an assessment;
 - v. Making an excuse to obtain an extension on a deadline for an assessment.
 - vi. Allowing another student to copy your work without teacher authorization.



Complaint Resolution Process

When a teacher has reason to believe that cheating, fabrication, plagiarism, or other academic misconduct has occurred, the following steps will be taken:

- a. Teacher Action
 - i. Teachers are encouraged to use discretion and respect a student’s privacy when making an allegation of cheating.
 - ii. The teacher will investigate the matter with the student(s) involved.
 - iii. The teacher will then complete an Academic Honor Council (AHC) Referral Form and(either)
 - 1. Determine a consequence and communicate the decision to the student(s) and their tract administrator
 - 2. Refer the incident to the tract administrator to determine a consequence.

* The students’ tract administrator will record the infraction in a log entry in PowerSchool and notify the students’ parents. ** Student(s) may appeal decisions made by the individual teacher or administrator by completing an AHC Appeal Form and submitting it to the Principal.

b. Student Action

The student(s) may appeal decisions made by the individual teacher or tract administrator by completing an AHC Appeal Form within three school days and submitting it to the Principal. *An Academic Honor Council hearing will then convene within five school days of the receipt of the written appeal. Student(s) and his/her parents may attend the AHC hearing.

c. Academic Honor Council (AHC)

The AHC shall consist of at least three volunteer faculty members and/or tract administrators, and up to two student officers of the WHHS Academic Integrity Committee.

- i. The AHC is to act as a body of appeals for students who disagree with the teacher or tract administrator’s decision.
- ii. The AHC may interview other staff or students related to the inquiry.



- iii. Any disciplinary consequences suggested by the AHC will be delineated in writing to the Principal for final determination.
- iv. In all cases where a student has been found to be in violation of the Academic Integrity Policy, a record will be placed in the student’s disciplinary file describing the action and confirming the consequence(s) meted out by the school.
- v. AHC will practice confidentiality on all elements of an alleged infraction. At the outset of all AHC hearings, all AHC members present will recite the following AHC Confidentiality Pledge:

“I promise not to divulge any names or information about this matter to anyone unless required to do so by WHHS administration.”