

Academic Integrity Vision & Guidelines

Academic Integrity Vision Statement:

One of the goals of Ridge High School is to prepare students for citizenship, college and career. The school places a high priority on academic integrity in order to ensure that Ridge High School students achieve personal success in their learning and ultimately develop into responsible citizens in society.

Goals of Academic Integrity Vision Statement and Policy:

- *Maintain a positive learning environment.
- *Improve student learning and achievement.
- *Help students understand the importance of academic integrity.
 - *Enable students to identify what is and is not cheating.
 - *Reduce incidents of deliberate and inadvertent cheating.
- *Create a framework within which teachers can consistently promote academic integrity.

Tiered Guidelines/Applies Across All Curriculum Departments

Level 1: –Violations that usually occur due to lack of knowledge or inexperience and only involve a small fraction of the total course work. *Examples include:* Copying a homework assignment, improper citations, insufficient paraphrasing, unauthorized collaboration

Procedure:

- ✚ Teacher will submit a Report of Misconduct (ROM), detailing the facts of the misconduct. ROMs will be submitted via eSchool to the appropriate Assistant Principal.
- ✚ Teacher educates student on academic integrity violation.
- ✚ Student will resubmit the assignment for full credit.
- ✚ Assistant Principal may invoke consequences.
- ✚ After processing the Assistant Principal will notify the Supervisor and Counselor

Level 2: Violations that involve major or essential parts of the course work – *Examples include:* Repeated Level I offenses, copying on test/high stakes assignment, facilitating cheating, possession of prohibited materials during tests/exams, deliberate plagiarism, use of unauthorized resources ex.(Google Translator) multiple level 1 offenses

Procedure:

- ✚ Teacher will send a Report of Misconduct (ROM) via eSchool to the appropriate Assistant Principal.
- ✚ Assistant Principal will invoke consequences (consequences may include, student receives zero, parent conference, Saturday detention).
- ✚ Teachers may choose not to write letters of recommendation.
- ✚ Incidents will be reported to National Honor Society selection committee.
- ✚ After processing, the Assistant Principal will notify Supervisor and Counselor.

Level 3: The most serious academic violations – *Examples include:* Stealing/disseminating assessments (hard copy or photo via usage of technology) & multiple offenses on high stakes assignments

CONSEQUENCE:

- ✚ Teacher will send a Report of Misconduct (ROM) via eSchool to the appropriate Assistant Principal.
- ✚ Assistant Principal will invoke consequences (Same as Level 2. Student may be subject to severe disciplinary measures as determined by school administration).
- ✚ Teachers may choose not to write letters of recommendation.
- ✚ Incidents will be reported to National Honor Society selection committee.
- ✚ After processing, the Assistant Principal will notify the Supervisor and Counselor.