

FAIRVIEW SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ACADEMIC INTEGRITY

ADOPTED: March 25, 1996

REVISED: August 16, 2004

<p>1. Purpose</p> <p>2. Definitions</p>	<p style="text-align: center;">207. ACADEMIC INTEGRITY</p> <p>The Fairview School District is committed to encouraging strict standards of academic integrity to help students develop intellectually, creatively and ethically. Honesty in all assignments is considered essential to the maintenance of such standards.</p> <p>Academic Integrity is the pursuit of scholarly activity free from fraud and deception.</p> <p>Academic Dishonesty includes, but is not limited to, cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, to tampering with the academic work of other students. The person who gives another person answers on an exam, or writes a paper for another student, is equally guilty of academic dishonesty with the person for whom the answers or papers are provided.</p> <p>Plagiarism is the presenting of ideas or statements of another writer without crediting the original source. Plagiarism is theft, even when it is unintentional. Plagiarism can occur in several ways. A writer commits plagiarism if s/he quotes a source without using quotation marks, or paraphrases a source without giving credit. Plagiarism also occurs when a writer summarizes a source's ideas or observations without giving credit to the source. <u>See <i>Writer's Choice: Composition and Grammar</i>, pg. 321, Columbus, OH: Glencoe, 1993.</u></p> <p>Examples of various types of plagiarism include but are not limited to:</p> <ol style="list-style-type: none"> 1. Stealing, borrowing, buying or copying another person's work (i.e. homework, reports, take-home exams, tests and research papers, music, art, etc.). 2. Failure to cite a direct quotation. 3. Failure to cite a paraphrased passage.
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<p>3. Guidelines</p>	<p>4. Failure to provide a complete bibliography.</p> <p>Substituting a few words of a direct quotation and calling this "paraphrasing" still constitutes plagiarism because most of the words remain the words of the source. Plagiarism must be avoided when researching. Students must learn to give credit to their sources, as well as to themselves. Understanding plagiarism and how to avoid it is an important lesson.</p> <p>In order to avoid plagiarism, the following actions shall be instituted:</p> <ol style="list-style-type: none">1. Teachers shall review the definition of plagiarism with their students and the expected ethical behavior on an annual basis.2. The definition and expectations of students with regard to plagiarism shall be published in the student and district handbooks.
<p>Pol. 235</p>	<p><u>Discipline of Students</u></p> <p>The district has adopted an Ethics Code and the Fairview School Community Ethics Pledge. All students are expected to abide by the terms of the Ethics Code in their scholastic efforts. Acts of academic dishonesty and/or plagiarism will be dealt with severely. Adhering to the guidelines of the student disciplinary code is the responsibility of both students and staff.</p> <p>There should be clear, objective evidence that plagiarism or academic dishonesty has occurred. If there is reasonable suspicion of plagiarism or academic dishonesty, but no physical evidence, the teacher should check the bibliography or have the student summarize the work under different conditions. Any student suspected of plagiarism may be required to produce the sources in question.</p> <p>The teacher should complete a disciplinary referral form, clearly documenting the violation. Evidence of the possible violation of the policy must accompany the referral form.</p> <p>The consequences for acts of academic dishonesty or plagiarism includes the following:</p> <ol style="list-style-type: none">1. Conference with the student.2. Notification of parent(s)/guardian(s), faculty member involved, and building principal.3. Disciplinary referral to the building administrator.

4. Grade consequences for incidents of academic dishonesty will follow a progressive disciplinary system:
 - a. For a **first offense**, a grade of zero will be assigned for the assignment. The student also will be required to redo the paper, project, or assignment. Should the student fail to complete the assignment, further disciplinary action will be taken.
 - b. The **second offense** of academic dishonesty will result in the lowering of the marking period grade for the class that the offense occurs in by one full letter grade.
 - c. A **third offense** of academic dishonesty will result in loss of credit for the semester and removal from the course that the offense occurs in.
 5. Other appropriate consequences as determined by the administration.
- The student shall be referred to the Guidance Department for follow-up.