



# North Shore High School

## Academic Integrity Code & Policy

Academic dishonesty in any form is objectionable to the North Shore community on a number of grounds. Academic integrity is a cornerstone of character, scholarship and leadership.

Students will receive a copy of the Academic Integrity Code at the start of the academic year. They will be required to read and sign it. Parents will receive a copy of the policy via email and US mail with a cover sheet explaining the importance and rationale for the policy. The signature sheet will be collected and kept on file in the main office.

With the changes in availability of information in the 21<sup>st</sup> century, it is of paramount importance to help our students understand the importance of academic integrity for the New Information Age.

The North Shore High School Academic Honor code addresses academic cheating, plagiarizing, lying, and stealing. Academic cheating, plagiarizing, lying, and stealing encompass, but are not limited to:

- Willful giving or receiving of unauthorized aid that is unfair or dishonest and gives an unscrupulous advantage in school work over other students.
- Presenting as one's own the works or the opinions of someone else without proper acknowledgement (e.g. published or electronically generated sources).
- Taking or appropriating without the right or permission to do so and with the intent to keep or misuse the school work or materials of another student, or the instructional materials of a teacher.

### **Specific examples include, but are not limited to:**

- Talking, signing, text messaging, using phones, or gesturing during a quiz or test
- Copying from another student or allowing the copying of an individual assignment
- Passing test or quiz information during a class period or from one class period to another to members of another class period with the same teacher
- Using a graphing calculator, study aids, notes, books, data, or other information without authorization
- Committing computer fraud, sabotaging the projects or experiments of other students, or collaborating improperly without the teacher's knowledge or permission
- Intentionally failing to use proper documentation and works cited
- Stealing copies of quizzes or tests
- Accessing the teacher's answer key for quizzes or tests
- Stealing the teacher's edition of the textbook or teacher's answer book/answer key
- Using another student's homework, notes, or handouts without authorization

## *Consequences for Infractions*

### **FOR EACH OFFENSE**

- the teacher will inform the departmental director and an assistant principal, providing documentation of the offense.
- The assistant principal will inform the teacher if this is the first, second, or third offense

### **FIRST OFFENSE at NORTH SHORE HIGH SCHOOL**

The student will receive a zero for the work involved and be given an alternative assignment determined by the teacher. The grade on the new assignment will be averaged with the zero received to determine a final grade for the student.

The teacher will take the following steps:

- meet with the student(s) with supporting documentation to discuss the infraction and remind the student of the consequences of a second offense
- Inform the parent
- Inform the guidance counselor
- File a report (disciplinary referral) with the assistant principal
- Inform the National Honor Society

### **SECOND OFFENSE at NORTH SHORE HIGH SCHOOL**

The student will receive a zero for the work involved and be assigned one day of In-School Suspension. The teacher will take the following steps:

- meet with the student(s) with supporting documentation to discuss the infraction and remind the student of the consequences of a third offense
- Inform the parent/guardian regarding the matter and that the Assistant Principal will be making contact
- File a report (disciplinary referral) with the assistant principal
- Inform the National Honor Society
  
- **Inform the assistant principal who will:**
  - Meet with the student as well as remind the student of the consequences of a third offense
  - Complete the disciplinary referral and add it to the student's disciplinary file
  - Inform the student's parents/guardians and the student's guidance counselor regarding the disciplinary consequence/suspension

### **THIRD OFFENSE at NORTH SHORE HIGH SCHOOL**

The student will receive a grade of "F" for the marking period or exam (if mid-term or final exam), unless the present grade is lower, in that course in which the third infraction occurs. The teacher will:

- meet with the student(s) with supporting documentation to discuss the infraction and remind the student of the consequences of a third offense
- Inform the parent/guardian regarding the matter and that the Assistant Principal will be making contact
- File a report (disciplinary referral) with the assistant principal
- Inform the National Honor Society
  
- **Inform the assistant principal who will:**
  - Offer to arrange a conference with the teacher, assistant principal, the student, the student's parents, and the student's guidance counselor
  - Determine further and progressive discipline beyond the one day of in-school suspension
  - File a report that will become part of the student's disciplinary record
  - Inform the National Honor Society

**\* All offenses beyond the third in the student's high school career will be treated as a third offense.**