



## **ACADEMIC HONESTY POLICY**

### **1. Policy Aims**

1.1 The main purpose of the CKWA Academic Honesty Policy is to support a united academic community, where all teachers, students, parents, and other individuals within the school community, are continuously supporting each other as we work toward the same united purpose: the full education of students. Every academic subject has intrinsic value in ensuring that all children have academic rigor and respect which are the trademarks of true scholars; thus, every subject is of equal value to this endeavor. Students are expected to continuously practice academic honesty and have true academic purpose in all that they do.

1.2 Academic integrity is an essential part of the CKWA community. All students must do their own work and give full and explicit credit, through citations, when using any resources that are from others and not their own thoughts. Personal responsibility is often tied closely to academic integrity. Students at CKWA are expected to accept that the work they do is their responsibility alone or, when assigned, that of a group that they are a part of.

1.3 Academic honesty is an expectation that a student will understand the requirements of academic integrity within different contexts and follow the associated requirements consistently in all academic efforts. Cheating, Lying and Plagiarism are all considered violations of the academic integrity of the CKWA community. All violations of academic integrity will result in a penalty of a '0' grade on the graded assignment involved. Thus, the penalty is in accordance with an academy-wide zero-tolerance policy for academic dishonesty. In addition, a first offense of any form will be considered a Level 2 violation of the CKWA Behavior Policy. Repeat offenses may be considered a Level 3 violation.

1.4 The school is responsible to take important measures to ensure that the school community is properly educated about information literacy and academic honesty. All students are entitled to proper support from teachers and other support staff (i.e. Librarians) to learn about proper methods and skills that help to prevent cases of academic dishonesty. It is fundamental that students are presented with different opportunities in their learning process to make mistakes and then properly learn from these mistakes in a supportive environment that all community members accept on a consistent basis.

## 2. Cheating

2.1 We define cheating as giving or receiving assistance from written material, another person, his/her paper, or any other source before, during, or after an examination, test, quiz, or any other graded assignment which is supposed to be one's own efforts only. The only exceptions will be made by the explicit instruction of the teacher of the class.

### 2.2 Examples of cheating:

- Copying work from others.
- Having or using notes, formulas, or a graphing calculator or other electronic device without explicit teacher review and permission during tests and quizzes.
- Having or using a communication device such as a cell phone or other personal electronic device to send or obtain unauthorized information during or after tests and quizzes.
- Providing or receiving information from a student about all or part of a quiz or test, including answers (i.e. telling someone in a subsequent class period what was on your quiz or test, or being told this information from somebody else).
- Having or using a piece of paper or picture with answers, formulas, information, or written notes of any kind (that has not been specifically noted as an exception from the teacher).
- Altering a graded assignment or assessment and resubmitting it for a better grade.
- Working together with others on a take-home assignment or assessment, unless specifically noted as an exception by the teacher.
- Gaining or providing unauthorized access to curriculum materials such as tests, books, classroom notes, etc.

## 3. Academic Lying

3.1 We define academic lying as misrepresentation of the truth or knowingly making a false statement with the intent to deceive another person in the academy's community for academic purpose.

### 3.2 Examples of lying (and other forms of academic dishonesty):

- Misrepresenting your academic accomplishments, such as tampering with electronic or paper-based records.
- Deceiving a teacher or making up a false reason or excuse to get special consideration or an extension on an assignment or assessment.
- Failing to promptly stop work when the time allocated for the work has elapsed.
- Forging someone's signature.
- Staying home to avoid handing in work, participating in a project presentation, or taking a test, quiz or exam.
- Amassing or damaging library materials so others cannot use these materials for their projects or used to claim that materials were not available for a certain assignment.

#### 4. Plagiarism

4.1 We define plagiarism as a lack of acknowledgment of any ideas or phrases which are not one's own used in papers, assignments or other projects submitted within a class. Students are responsible for ensuring that all due acknowledgments in their submitted work are documented by standards previously approved by the assigning teacher such as MLA or Chicago style.

#### 4.2 Examples of plagiarism

- Giving or receiving improper assistance on an assignment meant to be individual work. (When in doubt, a student should ask and teachers should be explicit in their directions.)
- Including any materials not based on one's own research and writing it within any assignment turned in for credit. This includes:
  - Using the services of a commercial research paper company or individual.
  - Using the services of another student.
  - Copying part or all of another person's paper and submitting it as your own assignment.
- Acting as a provider of paper(s) or previous tests and quizzes for some other student or students at or outside the academy.
- Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (this is an example of self-plagiarism).
- Failing to use proper quotation marks where appropriate multiple times within a paper.
- Failing to properly acknowledge paraphrased materials through some method of footnotes, endnotes and/or a bibliography.
- Making up false data for an experiment ("faking data").
- Citing nonexistent sources (articles, books, etc.) or making up page numbers for quotations or making up quotations that do not actually exist.

#### 5. Software used at CKWA to detect plagiarism

5.1 CKWA has implemented the use of the turnitin.com as an anti-plagiarism program for all classes at the academy. TurnItIn will be used to curb academic dishonesty violations that are related to student use of Internet resources and the internal sharing of electronic files. It is not the academy's goal to catch students who are cheating or plagiarizing, but more to encourage honesty in work by making it a fundamental part of the process of submitting such work.

5.2 Students in classes that require electronically-created work to be turned in are required to submit their papers, exams, reports, or other assessments, in which teachers assign, through the online program. The program will then compare submitted work to all previous published works, from the internet and from other work that was previously submitted through the program in any class, from any participating school in the current school year or past years. Teachers will then receive an originality report which will show any duplication in the TurnItIn database.

5.3 Any sort of duplication found through submissions on TurnItIn will not automatically represent proof of academic honesty violations, but will be used as evidence by the Student Affairs Office in their investigation of academic dishonesty behavior referrals.

## 6. The role of the teacher

6.1 Each teacher should consistently provide opportunities for students to practice and to learn about how to utilize resources created by others within their own work. Academic honesty should be both modeled and directly taught. Teachers should regularly incorporate academic honesty or dishonesty discussions into their lessons when appropriate, especially for assessment. It is the general obligation of teachers to do the following:

- Teach general ways to acknowledge the work of others, such as citation.
- Review the procedures and measures used to prevent academic dishonesty (i.e. work submission to Turnitin.com).
- Encourage creativity amongst students.
- Check student work in stages for long-term assignments.
- Consistently follow the reporting procedures associated with academic dishonesty.

6.2 CKWA Librarians will take a central role with collaborating with teachers and students to educate about information literacy. Librarians will conduct lessons and workshops to teach the school community about topics related to research skills and the strategies associated with source citing and referencing.

## 7. Academic dishonesty reporting procedures

### 7.1 Reporting

In conjunction with the CKWA Behavior Policy and associated Behavior Matrix, all teachers are required to report any type of suspected academic dishonesty to the Student Affairs Office and provide any relevant evidence to the administrator who will be investigating the incident. The Student Affairs Office will then conduct a thorough investigation into the incident and then determine if the evidence provided constitutes as academic dishonesty. A first offense of any form of academic dishonesty will be considered a Level 2 violation of the CKWA Behavior Policy.

### 7.2 Recording

As with any other infraction, if a student violates the CKWA Behavior Policy, a record will be kept in the student's personal file, (paper-based and electronically) to help the Student Affairs Office with recognizing trends in dishonesty and consistent issues with each individual student.

### 7.3 Monitoring

While all infractions of this level will stay confidential between student, teacher, parent, and administration, the school reserves the right to persistently monitor any student who is suspected of academic dishonesty.

#### 7.4 The right to appeal

As with any Level 2 or Level 3 violation of the CKWA Behavior Policy, the student (and student's family) has the right to appeal the infraction determination and associated consequences, in writing, to the Deputy Head of School, who will review all case materials and make a final determination about the infraction and associated consequences.

#### 8. The role of the parent

Parents have an expectation to support CKWA's philosophy on Academic Honesty. This includes reading and understanding the school's policy on Academic Honesty, along with understanding the consequences associated with academic dishonesty, as outlined in the CKWA Behavior Policy. It is also helpful for parents to understand the need for their children to produce authentic work instead of 'cutting corners' to try to get work done on time or to receive an easy passing grade. Parents, teachers, students, and administrators need to be in agreement that consistency is fundamental to possible academic honesty proceedings.

#### 9. Responsibilities

The Director of Curriculum and Instruction is responsible for monitoring this policy and will provide reports and gather recommendations from the ALT, SLT and Governors as appropriate.

#### 10. Links to Other Policies and Documents

This policy is linked to CKWA's Assessment Policy and Behavior Policy with attached Behavior Matrix.

#### 11. Oversight

Oversight of the Professional Development Policy is undertaken by the Board of Governors, via the Headmaster. The policy will be reviewed by the Director of Curriculum and Instruction annually.

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