

## 3206 Academic Integrity

**Approved: November 13, 2013 (updated)**

Maeser is committed to the preservation of academic integrity and will act to deter any breach with the school's ability to validate grades or evaluate student performance. Adherence to a strict code of ethical behavior is the responsibility of every student. The following constitutes academic fraud and are deemed to violate the school's academic integrity policy.

1. **Submitting work which is not original.** Students who obtain work, assignments, projects, or writing from others (parents, students, tutors, etc.) or from Internet or print sources are culpable.
2. **Failing to credit original sources for words or ideas is plagiarism.** Students should not borrow phrases, sentences, or paragraphs without quotation marks and appropriate citation. Casual paraphrasing does not make the work original. Similarly, students should not claim as their own ideas which they take from others.
3. **Violating the integrity of exams.** Students should not obtain or provide answers from any source during a test/quiz. Sharing information with anyone who has not taken the test/quiz also violates this policy.
4. **Unacceptable collaborating.** Students should follow teacher guidelines regarding collaboration on assignments or projects, completing all work independently unless expressly instructed otherwise. When allowed collaboration requires equal rigor from all participants.
5. **Lying or misrepresenting facts** either by altering or omitting the truth to gain academic advantage (such as altering documents/grades or lying to avoid taking a test or turning in an assignment) is unacceptable.

Any instance of academic dishonesty as determined by the instructor will result in disciplinary action by the instructor and/or administrators as follows:

1. 1<sup>st</sup> incident
  - a. Zero received on assignment/test
  - b. Notification of parents
2. 2<sup>nd</sup> incident
  - a. Zero received on assignment/test
  - b. Meeting with parents, teacher, and member of administration
  - c. One day suspension
3. 3<sup>rd</sup> incident
  - a. Zero received on assignment/test
  - b. Three day suspension
  - c. Mandatory expulsion hearing

Students who directly witness or have evidence of academic dishonesty have an ethical responsibility to take appropriate action.