

SUBJECT: ACADEMIC HONESTY

Mission Statement

The Churchville-Chili Central School District accepts the responsibility to challenge all students to reach their fullest potential and assure that they acquire the knowledge, skills, and attitudes necessary to become responsible citizens.

Purpose

Churchville-Chili Central School District places a significant value on honesty and the application of academic integrity in all aspects of their educational environment. This policy details the expectations for academic honesty, the responsibilities for students, teachers, administrators, and students, consequences for students suspected of dishonesty. The policy reflects the current Code of Conduct listing examples of academic misconduct as:

- Plagiarism
- Cheating
- Copying
- Altering records
- Inappropriate use of information obtained from computer resources
- Assisting another student in any of the above actions

Philosophy

The Churchville-Chili Central School district aims to provide a program where academic honesty is an integral part of student learning. The values and skills that promote personal integrity and honesty will be included in all teaching, learning, and assessment. Students understand that academic honesty is an expectation and requirement of all student work.

Academic Honesty

Honesty is the quality of being truthful, upright and fair. Academic dishonesty is defined as actions which allow students to gain an unfair advantage or work that is presented by students that is not their own. This can include plagiarism, collusion, cheating, copying and/or duplication of work. Students should avoid these activities, including assisting other students in any of these activities.

Students that are part of the Churchville-Chili Central School District are expected to understand the importance of academic honesty and try their best to avoid academic dishonesty. Teachers and administrators will help students to learn to use the skills to avoid academic dishonesty, whether intentional or unintentional.

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How to Maintain Academic Honesty

Plagiarism

Plagiarism is the act of using someone else's work without giving them proper credit. It includes handing in a paper written by another person, copying directly from another's work without using quotations, using someone else's ideas without permission, and even slightly changing someone else's wording without citing the original author.

Proper submission of student work requires a student to:

- Use references for written work and projects with a Works Cited page.
- Be familiar with how to cite works.
- Provide proper citations when using any type of source including media (ie. Music, images, videos).
- Provide proper citations when paraphrasing from a source.
- Refrain from borrowing and/or using other person's written materials.
- Present information found from Internet sources with proper citations.

Utilizing the appropriate district level research manuals as a guide to writing essays, research papers and creating citations, will reduce the risk of plagiarism. Research manuals can be found in each district library and on the library web site.

Cheating

Cheating is the act of obtaining unfair assistance or copying directly from another's work, including media or written works, and claiming it as your own. It also includes submitting the same paper or project for multiple classes without prior permission from both corresponding teachers.

Proper submission of student work requires a student to:

- Use only materials for exams allowed by the teacher.
- Use previously teacher-approved electronic devices or other resources to assist in work.
- Submit only original works as specified by the teacher for each assignment.
- Refrain from borrowing or using another student's work.
- Obtain prior approval by participating teachers to submit work for two different assessments in the same or different classes.
- Ask staff members to assist with academic honesty concerns if there are any questions.

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Students

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Altering records

Only teachers or their designee are directly responsible for entering all student grades in the district's computer. In the event a grade must be changed or updated, the teacher will make the necessary adjustment.

Referencing Works Correctly

Churchville-Chili Central School District currently uses the most current citation style for creating proper citations. The high school library staff has developed an MLA Research Manual as well as an APA template to aid students in creating citations, bibliographies, and Works Cited pages and is currently posted on the district's website. Also, the library provides online citation tools and purchases print citation manuals with the most current editions. Students attend orientation seminars to familiarize them with these research tools.

Adopted: 4/23/2013

Revised: 2/11/2020