Skyline High School

The **Academic Integrity Policy (AIP) of Skyline High School** is a guiding document that outlines and explains matters related to academic work and honesty. The Skyline faculty and administration feel that it is our duty as educators to provide students with clear academic expectations in order to prepare them for their futures. It is the responsibility of all students to read, understand, and acknowledge this policy at the beginning of each academic year by returning the signed document. Additionally, it is the educator's responsibility to inform students of the policy, as well as explain and support the tenets of the policy.

If academic misconduct is detected in student work, the following consequences will follow:

- First Offense – Punishment is determined by the department and/or teacher; a phone call is made to the parents by the teacher; administration will be notified and a note will be added to the student's file
- Second Offense – Student will automatically receive no credit for assignment and will be referred to administration; Offense noted on student's file
- Third Offense - Suspension proceedings may be initiated.

Administration reserves the right to use discretion with regards to the consequences of the policy.

Definition of Academic Dishonesty

> **Academic dishonesty** or **academic misconduct** is any type of cheating that occurs in relation to academic work. It can include the following: plagiarism, fabrication of information or citations, misrepresentation of facts, cheating, or deception.

Definition of Plagiarism

> **Plagiarism** is the act of presenting the creative work of another as one's own original work without appropriate acknowledgment of the author or source. (Creative works may include published and unpublished written documents, interpretations, computer software or code, designs, music, sounds, images, photographs, video, and ideas. These works may be in print and/or electronic media.) Proper acknowledgement requires citing sources.

The following actions constitute plagiarism; if it is determined that a student commits any one of these acts of plagiarism (or combination), he/she will be punished according to the tenets outlined in this policy. Please be aware that accidental plagiarism will be treated as an offense; ignorance is not an excuse.

- Presenting the work of another as your own by failing to cite sources
- Copying from another's paper, assignment, or work; allowing others to copy your work
- Copying or purchasing a paper or work from a reference work (Wikipedia), the Internet, or other computer or data files
- Taking credit for the work of others including, but not limited to, collaborative projects, assignments, presentations, homework, lab notes, notes, assistance from others
- Re-submitting work completed for another class or course as a new assignment without the consent of the teacher

The following items are to be cited in the appropriate research format determined by the teacher:
- Direct quotations
- Paraphrases or indirect quotations

- Summaries
- Illustrations, images, graphs, tables, audio, video, interviews, etc.
- In essence, any information that is NOT YOUR OWN!

Reasons for Citing Sources
- Citations are the primary way to verify the use of academic work, thus avoiding plagiarism
- Citations provide the reader with the necessary information to seek out the cited sources in order to provide further knowledge
- Citing sources documents how the writer was able to formulate and arrive at the new ideas that are presented in the academic work

Resources for Avoiding Plagiarism
- MLA Handbook
- APA Handbook
- Skyline subscription to EasyBib bibliography & citation maker
- The [Skyline Copyright & Fair Use Website](#)

Student Responsibility
- Utilize proper research methods and tools to complete academic work
- Practice the ethical use of information
- Understand the policy and consequences/
- Return a signed AIP policy at the beginning of each academic school year

Educator Responsibility
- Discuss and clarify the Academic Integrity Policy to each class, every term
- Discuss your personal/departmental plagiarism consequences and be clear with the penalties
- Include the Academic Integrity Policy and expectations in your syllabi
- Discuss and define forms of plagiarism
- Require early outlines, notes, and drafts; provide students with the tools they need for success
- Teach, model, and require intellectual integrity in the use of information, ideas, and materials

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I have read and recognize my responsibility to uphold the Skyline High School Academic Integrity Policy. By signing this statement, I understand and agree to the principles of the Academic Integrity Policy and any consequences of violation of that policy. I also understand that this policy is in effect for every class, project, and assignment for the 2010-11 school year.

Student's Signature _____ Date _____