Code of Academic Integrity

The OHS staff expects students to take pride in their work and complete graded assignments honestly and fairly. Students who engage in acts of academic dishonesty compromise their own learning experiences as well as the academic standards of our school. Below is a list of offenses and their possible consequences. Note that these offenses can occur in any class, and the consequences are outlined for each offense across classes. Also, these offenses could impact college recommendations/letters of recommendation.

Offenses:

**NOTE:** The examples listed below are for clarification; they are not an exhaustive list of offenses.

- **Cheating:** using or attempting to use unauthorized materials, information, and/or study aids during an exam or in connection with any work done for academic credit
  - **Examples:**
    - Copying an assignment from another student
    - Copying a test or quiz from another student
    - Obtaining prior knowledge of academic materials
    - Having possession of unauthorized materials during a test or quiz (including electronic devices)
    - Inappropriate sharing of materials during a test or quiz (including graphing calculators)

- **Plagiarism:** representing the words or ideas of another as one’s own in any academic exercise without proper acknowledgment of the true source
  - **Examples:**
    - Using direct passages from sources without quotations or proper citations
    - Copying/pasting material from the internet into an assignment, including use of language translation websites

- **Fabrication:** falsification or invention of any information or citation in an academic exercise
  - **Examples:**
    - Making up fake sources in a citation on a classwork assignment
    - Inventing data in place of actual research for a graded assignment
    - Making up fake sources in a citation on a project or research paper

- **Deception:** deceiving a student, teacher, and/or administrator for academic gain
  - **Examples:**
    - Intentionally misrepresenting the need for extra time on assignments
    - Using an assignment created for one class in another without instructor approval
    - Falsifying attendance or academic records

- **Facilitating Academic Dishonesty:** helping or attempting to help another student to violate any part of this code
  - **Examples:**
    - Allowing another student to copy a graded assignment
    - Helping another student to cheat on an exam
    - Giving another student old assignments for him/her to use in his/her current classes
Students who engage in academic dishonesty should expect serious consequences. The consequences for violations are outlined below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
<th>Description</th>
<th>Minimum Consequences</th>
<th>Other Possible Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>801</td>
<td>Academic Dishonesty</td>
<td>Any academic dishonesty as outlined by the <em>OHS Code of Academic Integrity</em></td>
<td>• Zero on Assignment</td>
<td>• Academic Probation</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Parent Contact by Teacher</td>
<td>• Referral to Honor Societies/Possible Dismissal</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Documentation of Incident</td>
<td>• Administrative Disciplinary Consequences</td>
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<td></td>
<td>• Educational Activity</td>
<td><strong>Up to and including expulsion</strong></td>
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</tbody>
</table>

**Student Appeal Process:**
For any offense, students are given the opportunity to appeal to the Academic Integrity Council. The student must send a formal written appeal to the Assistant Principal, after which the faculty council will convene within two business days. These 5 faculty council members will be designated by the Principal and will determine if a violation of this code has taken place. This appeal would take place before any disciplinary action would occur.

**CONTRACT:**

After reviewing the above *OHS Code of Academic Integrity*, please sign below. A student’s/parent’s signature indicates that he/she is aware of the policy; the refusal to sign does not exclude a student from the policy.

___________________________________  _________________________
Student Signature                Date                        Student Name

___________________________________  _________________________
Parent Signature                 Date                        Parent Name

Parent Email for Contact Purposes