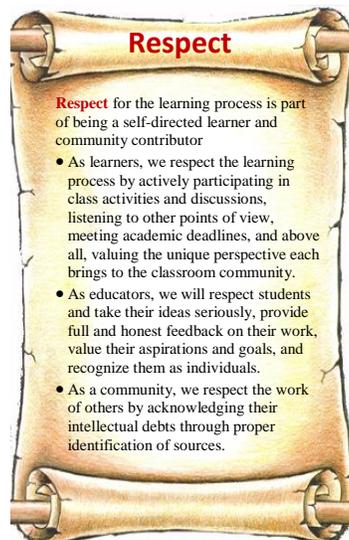
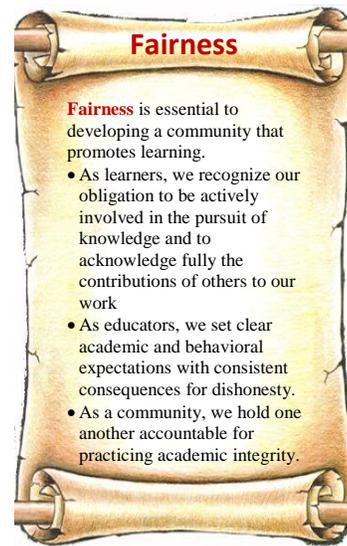
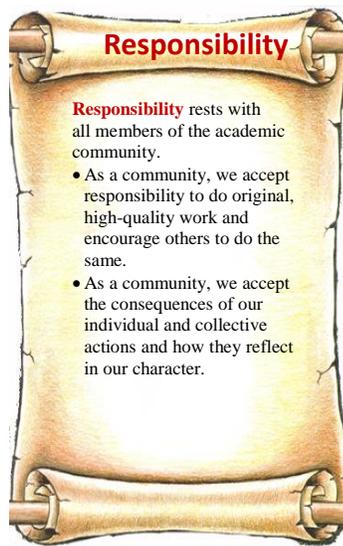
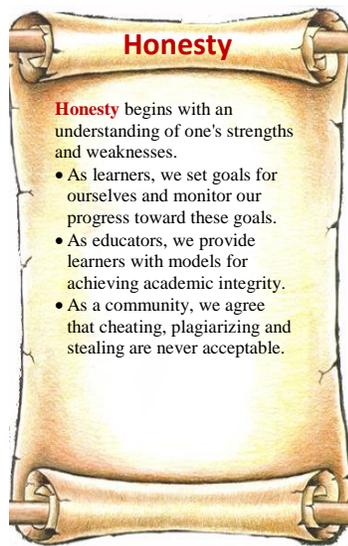


NCUSD 203

ACADEMIC INTEGRITY PROCEDURES

STATEMENT

District 203 students are challenged to address the academic process enthusiastically, diligently, and most importantly, honestly. It is the responsibility of our students, teachers, and administration to uphold the fundamental academic values of honesty, responsibility, fairness, respect and trust. The integrity of our district's academic programs is built upon these principles.



Academic integrity violations include cheating; plagiarism, self-plagiarism or copy infringement; obtaining or providing an unfair advantage; falsification of documents; unauthorized access to records; and inappropriate collaboration, whether intentional or unintentional. The classroom teacher and administration will collaborate and exercise professional judgment in determining academic integrity violations. The following are behaviors that constitute violation of District 203 Academic Integrity Procedures.

1. CHEATING

Examples include, but are not limited to, intentionally or unintentionally:

- a. Using unauthorized notes, answers, aids, calculators, electronic messages/images, online language translators, or other information on an examination, paper, report, project, homework or other assignment;
- b. Copying from someone else's work, such as from an exam, test, quiz, lab report, paper, project, homework or other assignment;
- c. Allowing another person to do one's work, such as from an exam, test, quiz, lab report, paper, project, homework or other assignment.

2. PLAGIARISM, SELF-PLAGIARISM OR COPYRIGHT INFRINGEMENT

Examples include, but are not limited to, intentionally or unintentionally:

- a. Presenting the distinctive ideas, facts or words of another (in part or in whole), or imagery without appropriate acknowledgment of the source as one's own. Issues of plagiarism apply to any type of student work including, but not limited to exams, papers, any written or printed text, foreign language translations, computer programs and web sites;
- b. Failing to place quoted text in quotation marks, and/or failing to attribute the source;
- c. Submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent from receiving instructor;
- d. Attributing an idea, fact, or quotation to an incorrect, false, or made-up source;
- e. Copyright infringement pertains to unauthorized use of any work fixed in tangible media such as books, articles, web sites, art, music, photography and video.

3. OBTAINING OR PROVIDING AN UNFAIR ADVANTAGE

Examples include, but are not limited to, intentionally or unintentionally:

- a. Gaining or providing access to examination materials prior to the time authorized by the instructor, during the exam via electronic or other transfer, or distributing examination materials to others at the conclusion of the examination.
- b. Providing material, information, or other assistance based on prior knowledge or access that is, or could be used, on an exam, quiz, project, paper, or homework assignment without teacher authorization;
- c. Giving another person a copy, in any format, of an exam, quiz, paper, lab report, homework, or other assignment when it is not part of a collaborative learning effort and promotes an unfair advantage;
- d. Working with someone on any type of assignment when you have been instructed not to collaborate, or are doing so in ways contrary to teacher instruction.

In order to promote an environment of academic integrity we believe an imperative part of the process is an understanding of academic values. Therefore any student in violation of the academic procedures will meet with his/her dean to discuss the matter and ramifications of cheating both at the high school and college level. Our goal is to work with students to develop life-long learners who understand the importance of academic values and integrity.

CONSEQUENCES FOR ACADEMIC DISHONESTY

LEVEL 1

Cheating, plagiarizing, or obtaining or providing an unfair advantage on formative assignments that include, but are not limited to, daily homework, worksheets and other classroom assignments.

CONSEQUENCES will include, but are not limited to:

- Referral to Dean of Students
- Parent contact by teacher
- Academic consequence

CONSEQUENCES may also include, but are not limited to:

- Disciplinary consequence - detention
- Letter placed in student's temporary discipline file

LEVEL 2

Cheating, plagiarizing, or obtaining or providing an unfair advantage on summative assignments that include, but are not limited to, exams, quizzes, papers, projects or presentations. In addition, multiple Level 1 violations will result in Level 2 consequences, which will be determined during a meeting with the dean, teacher and student.

CONSEQUENCES will include, but are not limited to:

- Referral to Dean of Students
- Parent contact by teacher and Dean
- Academic consequence
- Disciplinary consequence ranging from detention to suspension
- Letter placed in student's temporary discipline file

CONSEQUENCES may also include, but are not limited to:

- No public recognition of the student at any honors function
- Notification to the National Honor Society
- No distinguished scholar recognition
- No scholarship money granted to the student by the High School Scholarship Committees
- Class level change

LEVEL 3

Theft, sale or the distribution of those materials including, but not limited to, examinations, quizzes, or any material used to gain an unfair advantage; or changing and/or falsifying a grade. In addition to Level 3 consequences, any actions deemed to be criminal in nature may be referred to the Naperville Police Department.

CONSEQUENCES include, but are not limited to:

- All of Level 2 consequences are applicable
- Suspension or expulsion from school