

HTHS ACADEMIC INTEGRITY POLICY

At Harrison Trimble, we take pride in ourselves, in our school, and in our community while fostering individual growth. In keeping with our values, an important part of being a Trojan is a commitment to **academic integrity**.

Academic integrity means acting in a way that is:

- ✓ respectful
- ✓ honest
- ✓ fair
- ✓ responsible

Academic Integrity also means having the **courage** to choose these core values, even when it's difficult. In order to maintain your academic integrity, here are some important terms to know:

Plagiarism - taking someone else's words and/or ideas and using them as your own without proper acknowledgement

Examples include:

- Not properly citing the source where you found words or phrases, ideas or thoughts, images, recordings, computer code, experiment results, diagrams, videos, etc.
- Taking all or part of someone's evidence of learning and using it as your own.

Cheating - deliberately choosing to be academically dishonest

Examples include:

- Collaborating on an assignment without the teacher's permission
- Using materials/applications that have not been approved by the teacher for assessments
- Lending another student an assignment or allowing another student to copy your answers during a test or exam
- Resubmitting previously assessed evidence of learning

COURSE OF ACTION

Anytime there is evidence of academic dishonesty, subject teachers will contact administration. A record of the offence will be entered in PowerSchool.

First offence: Subject teacher will have a conversation with the student and parents/guardians will be contacted. Examples of action may include any combination of the following:

- Student will resubmit the demonstration of learning within an agreed upon timeline
- Loss of evidence of learning
- Mandatory extra-help
- Directed Academic Support (DAS)
- Saturday School

Further offences: Referral to administration.

