



Academic Integrity¹

Integrity is an essential component of the mission and goals of Hillcrest Academy, including homework and project completion, test taking, and research and writing practices.

1. Expected behaviors

- a. Homework and Project Completion
- b. It is expected that each student will carefully complete his or her own homework and projects in the manner directed by the teacher.
- c. Students are not to use any method of cheating, such as copying others' work, sharing work for others to copy, having someone else complete the work, or inappropriately using technology to complete work.

2. Test taking

- a. It is expected that each student will carefully complete all tests and assessments to the best of his or her ability. This includes careful study and preparation, and focused attention on one's own work during the test.
- b. Students are not to use any method of cheating, such as obtaining unauthorized information about the test, bringing unauthorized materials to the test period, or looking at other students' materials.

3. Research techniques and writing practices

- a. It is expected that each student will carefully research, take notes, and present his or her findings in a way that respects the original authors and copyrights.
- b. Students must give credit for:
 - i. another person's idea, opinion, or theory
 - ii. any facts, statistics, graphs, pictures or drawings that are not 'common knowledge'
 - iii. quotations of another person's actual spoken or written words
 - iv. a paraphrase of another person's spoken or written words

4. Acceptable Use of Technology

- a. Technology will be used for academic purposes only within the school's mission, curriculum, and the letter and intent of the Technology Respectful Use Policy.

Plagiarism²

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<https://www.dock.org/campus-life/expectations-of-students/academic-integrity>.

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Since the arrival of personal computers, the internet, and the “cut and paste” feature, issues of plagiarism have become more common. Students are not to use any form of plagiarism.

Direct Plagiarism: This is the direct, intentional copying of material from a source without giving credit. This ranges from copying short sections of text to copying whole papers. This also includes purchasing papers from “Paper Mills” using another student’s paper, or having someone else write the required paper. This is the most serious level of plagiarism.

Sloppy Citation: This involves any paper with inaccurate or incomplete citations in the text or on the Works Cited page. This includes the use of phrases or a few lines of text without giving proper credit.

Patchwork Writing: Patchwork writing involves patching together someone else’s ideas into a paragraph. This includes their organization, order of information, ideas, phrases, and/or sentences. Merely changing a few words around is not considered adequate; it is still essential to give credit to the source. Patchwork writing also lacks the synthesis of source materials, including one’s own ideas, into the paragraph.

Resources for Avoiding Plagiarism:

1. The course teacher
2. Any English teacher
3. Web resources
4. Library

Consequences for Violations of Academic Integrity Policy

As a violation of the Academic Integrity Policy will be reported to the Principal. Consequences will be handled by the classroom teacher and administrator in a manner that values integrity, accountability, and education. Possible consequences include, but are not limited to:

1. Reduction in credit, if the student is given the opportunity to redo the assignment.
2. A failing grade or a zero for the assignment.
3. A failing grade for the course.

I, _____, have read and understand the purpose and reason for the Academic Integrity Policy. I will work to abide by the policy as stated above and will ask for help if there is ever a time when I may have questions regarding cheating or plagiarism.

Student Signature

Date