

Odyssey Academy Academic Honesty Policy

Philosophy

Odyssey Academy emphasizes academic challenges and high expectations for our students. This includes expecting our students to conduct themselves with honesty and integrity. Students should value being truthful, defending the truth, and remaining true to the values and beliefs at Odyssey that contribute to a fair learning environment for all. Academic dishonesty is damaging to one's ethics and character, and undermines the educational integrity of our school. The administration and educational staff at Odyssey recognize that all students want to succeed, and sometimes are unclear as to what is a violation of academic honesty. The purpose of this document is to make clear what Odyssey considers academic dishonesty, as well as express the responsibilities of the student, parents and or guardians, teachers, and administrators when it comes to this issue. One of Odyssey's values is education for education's own sake, and we affirm this through having honesty and integrity in our learning environment.

Violations of Academic Honesty

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct in both traditional classroom settings, virtual learning environments and work done outside of school for school credit.

CHEATING: Seeking to obtain credit (for self or others) or improved scores through deception or unauthorized materials. Examples include:

- Using or storage of unauthorized notes, technology or other study aids during an examination;
- Using technology or study aids that individual classes prohibit (cliff notes, translation dictionaries, etc.)
- looking at other students' work during an exam or in an assignment where collaboration is not allowed;
- attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed;
- obtaining an examination prior to its administration;
- altering graded work and submitting it for regrading;
- allowing another person to do one's work and submitting it as one's own;
- missing class to avoid turning in work
- doing more or less of assigned group work without teacher permission/knowledge
- submitting the same work for more than one assignment without teacher permission/knowledge
- obstructing or interfering with another student's academic work

PLAGIARISM: The representation of another person's work as one's own, or the attempt "to blur the line between one's own ideas or words and those borrowed from another source." (Council

of Writing Program Administrators, January 2003, <http://wpacouncil.org/node/9>.) More specifically, plagiarism is the use of an idea, phrase, or other materials from a written or spoken source without acknowledgment in a work for which the student claims authorship. Examples include:

- Not citing sources that you have used
- cutting and pasting from the Internet
- the misrepresentation of sources used in a work for which the student claims authorship;
- the use of papers accessed online and turned in as one's own work;
- submission of written work such as laboratory reports, computer programs, or papers, which have been copied from the work of other students, with or without their knowledge and consent.

A student can avoid the risk of plagiarism in written work or oral presentations by clearly indicating, either in footnotes or in the paper or presentation itself, the source of any idea or wording that he or she did not produce. Sources must be given regardless of whether the idea, phrase or other material is quoted directly, paraphrased or summarized in the student-writer's own words.

FABRICATION: Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate.

FACILITATING ACADEMIC DISHONESTY (Aiding another person in an act that violates the standards of academic honesty.) Examples include:

- allowing others to look at one's own work during an exam or in an assignment where collaboration is not allowed;
- providing information, material, or assistance to another person knowing that it may be used in violation of academic honesty;
- providing false information in connection with any academic honesty inquiry.

FALSIFYING RECORDS AND OFFICIAL DOCUMENTS: Forging signatures or falsifying information on official academic documents such as drop/add forms, letters of permission, or any other official Odyssey document

Student Responsibilities

- Read and understand Academic Policy and understand the different rules each teacher has for his/her class.
- Make certain you document your sources. If you do not know whether a source needs to be documented, ask.
- When testing, cover your work, keep eyes on your own work, do not talk to anyone and clarify whether you can use other aids.
- Do not talk about a test until given permission to do so.

- Do not copy homework or let anyone copy your homework.
- Report to your teacher if cheating is taking place and how it is being done.
- Be sure you understand the collaboration policy for each of your classes. The accepted level of collaboration, as well as the specific requirements for documenting your collaborative efforts, varies greatly from class to class, even within the same department. Teachers determine the collaboration policy for each task.
- Do your fair share of collaborative work.
- Ask clarifying questions about tasks to make certain you understand what to do and whether it is permissible to work collaboratively or with other sources.

1. Collaboration is more than one person working together and producing 1 product (paper, presentation, etc.)

2. Partial/Suggested Collaboration is more than one person working together with individual products that are not the same.

3. Independent is not sharing any of the assignment at all (from the task to finished product).

Teacher Responsibilities

- Communicate Academic Honesty Policy to all students both orally and in writing.
- Communicate when study aids can and should be used.
- Report Violations from his/her class to parents and administrators.
- Report violations from other classes to the teacher (ie: see students copying work for math class).
- Write the type of assignment on student tasks, tests, homework, or post and inform students etc..
 - 1- Requires Collaboration
 - 2- Suggested Collaboration (and in which ways)
 - 3- Completely Independent

Parent/Guardian Responsibilities

- Read the Academic Honesty policy
- Promote honesty and integrity and expect their child to comply with the policy
- Support the imposed consequences if a violation occurs
- Require their child to do their own work
- When working with their child, make certain that the product is their child's own.

Administrator Responsibilities

- Make available to all Odyssey families the Academic Honesty Policy
- Administer fair and consistent consequences
- Support the teacher in his/her decision about the offence

- Maintain records of AHP offenses

Procedures

All stakeholders will understand that the teacher's professional judgment will determine whether a violation of Academic Honesty has occurred.

- Teacher will meet with student and contact student's parents. The purpose of the meeting is to explain why it is a violation, reteach the student the Academic Policy with the intention of making certain that it will not happen again.
- Teacher will document (using FYI referral) the occurrence and report to appropriate Assistant Principal
- A record of it will be documented in student discipline folder with supporting documentation.
- AP will determine if the offense was the first offence.
- AP and teacher will agree upon and impose the appropriate consequence (see below).

Consequences

1st time violation: Consequences may include (but not limited to) the following:

- Loss of points on the task or a zero.
- Detentions including Saturday.
- Teacher can decline writing a letter of recommendation or include the incident in the letter.

Subsequent Violations: Consequences may include any of the above (but not limited to) as well as any of the following:

- Repeat Offense for a different class –any of the above consequences
- Repeat Offense in the same class- parent, counselor, Assistant Principal, student and teacher conference.
- Suspension from extra-curricular activities
- Completing a different task
- Removal from JNHS/NHS or not admitted in NHS

Student Activity

Wikipedia Excerpt: The Battle of the Little Bighorn, known to Lakota as the Battle of the Greasy Grass and commonly referred to as Custer's Last Stand, was an armed engagement between combined forces of the Lakota, Northern Cheyenne, and Arapaho tribes, against the 7th Cavalry Regiment of the United States Army.

Student writing sample: The Battle of the Little Bighorn was a crucial moment in US and Native American relations in the late 19th century. It is commonly referred to as Custer's Last Stand, and was an armed engagement between combined forces of the Lakota, Northern Cheyenne, and Arapaho tribes, against the 7th Cavalry Regiment of the United States Army. The 7th Cavalry was defeated in this battle.

Is this academic dishonesty? Why or why not?

Type of Academic Dishonesty	GIST (Listen to how each group describes the forms of academic dishonesty and write a 20 word summary that describes their main idea.)
Cheating	
Plagiarism	
Fabrication	
Facilitating Academic Dishonesty	
Falsifying Records and Official Documents	

Look for this information from your teacher throughout the year:

- 1. Collaboration** is more than one person working together and producing 1 product (paper, presentation, etc.)
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- 3. Independent** is not sharing any of the assignment at all (from the task to finished product).