

SOUTH LAKES HIGH SCHOOL
CODE OF ACADEMIC INTEGRITY

STATEMENT OF PHILOSOPHY

The purpose of this code is to encourage self-confidence and self-reliance as students pursue academic excellence. Students are encouraged to do their very best. The effort each student makes in overcoming academic weakness is more important than achieving high academic marks. Resorting to cheating and plagiarism erodes the ability of students to strive for excellence. Cheating deprives students of the opportunity to learn. Plagiarism hinders students' efforts to develop their own creative thoughts and ideas. The reliance on cheating and plagiarism destroys the opportunity for students to develop their own strong characters.

THE CODE

The students attending South Lakes High School are expected to conduct themselves honorably in pursuit of their education. Cheating, plagiarism, and fraud violate ethical and moral rules of conduct and will not be tolerated at South Lakes High School.

I. DEFINITIONS

A. Cheating will be considered to include the following activities or overt attempts of those activities:

1. Coercing a student to provide aid or access to threat student's test.
2. Theft of test questions or another student's test answers.
3. Copying another student's test answers.
4. Deliberately allowing copying of test answers by another student.
5. Giving or receiving test questions and answers. Note: Unauthorized speech between students during an examination will be considered cheating.
6. Giving or receiving visual signals to test answers.
7. Use or possession (within reach) of unauthorized study aids during a test. Note: Teachers will define what constitutes cheating on homework in their classes.

B. Plagiarism is defined as "the act of using another person's ideas or expressions in your writing without acknowledging the source." (See The Writer's Guide Style Manual, p.39).

C. Fraud is the falsification or misrepresentation of data. This includes misuse of computer files.

II. RESPONSIBILITIES: Supervision of the Code is the joint responsibility of the faculty and the students.

A. Student Responsibilities

1. Students should:
 - a. Prepare adequately for all forms of evaluation (to include quizzes, tests, and exams)
 - b. Take advantage of opportunities for help from teachers and tutoring programs.
 - c. C. Avoid any actions as defined in sections I, A, B, C of this code.
 - d. Consult the teacher when any questions arise regarding the use of sources.
2. Students are encouraged to report in confidence any violations of the Code to the classroom teacher involved.

B. Teacher Responsibilities

1. Teachers should:
 - a. Monitor student behavior closely during tests.
 - b. Separate student desks as much as possible. Teachers with small classrooms should consider alternate testing sites such as larger classrooms or a cafeteria.
 - c. Consider presenting tests in various formats and using a variety of assessment techniques.
 - d. Teach the proper use of sources when assigning written work. It is recommended that teachers use the guidelines set forth in The Writer's Guide Style Manual, when instructing students.
 - e. Spot check sources used in written documents to ensure that students have given proper credit to authors and materials used in preparing the document.

2. When an incident of cheating occurs, first talk with the student about the incident, and then report that incident to the student's administrator, using the Code referral form which is available in each sub-school and the main office.
3. Notify parents by phone that a referral has been made to the administrator and the reason for the referral.

C. Parent Responsibilities

1. Discuss the Code with their student to assure that he/she understands the provisions of the Code.
2. Encourage their student to keep high standards of behavior with regard to integrity, honesty, and personal responsibility, and to refrain from behavior which will result in disciplinary action by the school.
3. Promote the belief that learning is its own reward, and that grades are less important than the expectation that one should do the best that one can.
4. Be informed and aware of the student's whole school program: guide and counsel the student to seek challenges, but avoid undue stress that may lead to dishonesty.

D. Administrator Responsibilities

1. Assure that all faculty, students, and parents receive the Code.
2. Help contribute to a school-wide environment which encourages adherence to the Code.
3. Require teachers to enforce the Code.
4. Maintain accurate records of Code violations.
5. Administer the punishment stipulated by the Code.
6. Ensure that the Code is being applied consistently throughout the school.



III. PROCEDURES FOR STUDENTS WHO VIOLATE THE PROVISIONS OF THE CODE

1ST Offense (and all subsequent offenses):

1. Immediate referral to administrator, counselor, and parent.
2. Forfeiture of credit for the work ("O" for numerical scale, "F" for letter grades).
3. Violations of the Code accumulate throughout the student's high school career.

2nd Offense: Conference involving the student, the teacher, the parents, and the student's administrator. Consequences for any additional violations of the code will be discussed during the conference. If the student is a member of any honor society, the administrator shall immediately notify the sponsor of that society of the Code violation. The society will decide the consequences for the member according to the by-laws of the society.

3rd Offense (and all subsequent offenses): The administrator will immediately notify the student's parents and suspend the student from school for one day and assign 12 hours of school service to be done within two weeks. The student's teachers will also be notified of the suspension. The administrator will hold a conference with the student and his/her parents. Consequences for any additional violations of the Code will be discussed at that time.

Students may appeal as stated in "Student Responsibilities and Rights" (Regulation 2601.9P) of Fairfax County Public Schools.

IV. TEACHER REFERRAL PROCESS

Referral forms will be available to teachers in all sub-schools and the main office. Teachers are to report all violations of the Code as indicated on the form and distribute copies to the accused student's sub-school principal and counselor.

The counselor should initiate discussions with the student to investigate reasons for the behavior and to suggest remedies.

Before the teacher calls home, reasonable time will be allowed for the student to inform the parents of the incident.