



North Shore High School

Academic Integrity Code & Policy 2024-2025

At North Shore, we believe in the necessity of independent student inquiry. Part of establishing an environment that fosters this goal is a strong commitment to academic honesty. The spirit of this policy is to provide clear and concise guidelines surrounding academic integrity for students as lifelong learners. The purpose of this document is to emphasize to the entire community the importance of student integrity as an essential part of academic growth and character development.

As an institution, North Shore prides itself on being a place that supports student growth through rigorous delivery of content and thorough feedback. Our expectation is that students will complete assessments to forward their education in a responsible and principled manner.

Academic integrity is a cornerstone of character, scholarship and leadership. It is our mission to provide our students with the tools they need to become Committed Individuals. Academic dishonesty in any form is counterproductive to the North Shore mission and values. With the changes in availability of information in the 21st century, it is paramount that we help our students understand the importance of academic integrity for the New Information Age, in all subject areas.

The North Shore High School Academic Integrity Code addresses academic cheating, plagiarizing, collaborating dishonestly, lying, and stealing; these encompass, but are not limited to:

- Plagiarism: the representation of the ideas or work of another person as the student's own work without proper acknowledgement. Plagiarism detection software (i.e., Turnitin.com) may be used to check for authenticity.
- Collusion: supporting malpractice by another student, such as allowing one's work to be copied or submitted for assessment by another student.
- Duplication of work: the presentation of the same work for different assessments.
- Fabrication of data or records: inventing data for a table, survey, other requirements; falsifying records of service activities or club attendance.
- Misconduct during an examination: the possession of unauthorized material in the testing room; communicating with another student.
- Misconduct after an examination: disclosing to or receiving from another student, information about the content of an examination paper within 24 hours after an examination.
- Use of unauthorized resources: utilizing unauthorized materials to gain an unfair advantage, thereby compromising the integrity of the assessment.

Specific examples include, but are not limited to:

- Taking or appropriating without the right or permission to do so and with the intent to keep or misuse the schoolwork or materials of another student, or the instructional materials of a teacher.
- Talking, signing, text messaging, using phones, or gesturing during an assessment.
- Copying from another student or allowing the copying of an individual assessment.
- Committing computer fraud, sabotaging the projects or experiments of other students, or collaborating improperly without the teacher's knowledge or permission.
- Failing to use proper documentation and works cited as prescribed by the teacher.
- Stealing copies of quizzes or tests.
- Accessing the teacher's answer key for quizzes or tests.
- Stealing the teacher's edition of the textbook or teacher's answer book/answer key.
- Using another student's homework, notes, or handouts without authorization from the teacher.

Consequences for Infractions

FOR EACH POTENTIAL INFRACTION

- Teacher will notify the student(s) that a possible violation of the Academic Integrity Policy has occurred.
- The teacher will inform the Departmental Director/Teacher Leader and an assistant principal and provide documentation of the offense.
- Student(s) shall have the opportunity to respond, addressing the concerns relating to academic misconduct.
- The statement will be reviewed by the teacher and an administrator to determine if there was, in fact, a violation of the Academic Integrity Policy.
- An assistant principal will inform the teacher if this is the first, second, or third offense.
- Offenses are considered cumulative in nature over the four years of the student's high school career.

FIRST OFFENSE at NORTH SHORE HIGH SCHOOL

- The teacher will meet with the student(s) with supporting documentation to discuss the infraction and remind the student of the consequences of a second offense
- The teacher will inform the parent/guardian
- The teacher will inform the guidance counselor
- At the teacher's discretion, the student may repeat the assignment, be given an equivalent alternative assignment, or the assignment may not count for the quarter grade.
- Report (disciplinary referral) filed with an assistant principal, to be added to the student's disciplinary file.
- National Honor Society (for current National Honor Society members ONLY), Writing Center (for current Fellows ONLY) informed.

SECOND OFFENSE at NORTH SHORE HIGH SCHOOL

- The teacher will meet with the student(s) with supporting documentation to discuss the infraction and remind the student of the consequences of a third offense
- The teacher will inform the parent/guardian
- The student will receive a zero for the work involved and be given an equivalent alternative or repeat assignment that is determined by the teacher. The grade on the new assignment will be averaged with the zero received to determine a final grade for the student. The maximum grade for the assignment is 50%.
- Report (disciplinary referral) filed with the assistant principal, to be added to the student's disciplinary file.
- Inform the National Honor Society and Writing Center (for ALL students).
- Recommendation for student to complete research in academic integrity in order to ensure lifelong learning, as determined by the teacher/administrator.

THIRD OFFENSE at NORTH SHORE HIGH SCHOOL

- The teacher will meet with the student(s) with supporting documentation to discuss the infraction
- Inform the parent/guardian regarding the matter and that the assistant principal will be making contact
- The student will receive a zero for the work involved and be given an equivalent alternative or repeat assignment that is determined by the teacher. The grade on the new assignment will be averaged with the zero received in order to determine a final grade for the student. The maximum grade for the assignment is 50%.
- The student will meet with the teacher, parent/guardian, guidance counselor, administrator, etc. together to discuss the infraction and be reminded of the consequences of future offenses. *
- Report (disciplinary referral) filed with the assistant principal, to be added to the student's disciplinary file.
- Inform the National Honor Society and Writing Center (for ALL students).
- Student may be required to complete research in academic integrity in order to ensure lifelong learning, as determined by teacher/administrator.
- Student shall be assigned detention or In-School Suspension.

*Consequences of infractions beyond the third in the student's high school career will be determined by the principal.

Note: Student academic misconduct in IB, AP, dual enrollment programs, on Regents exams, etc. may result in consequences determined by prescribed systems.

Works Consulted

Academic Honesty in the Diploma Programme. Cardiff: International Baccalaureate Organization.
https://resources.ibo.org/data/g_0_malpr_sup_1601_1_e.pdf.

Academic Integrity. Cardiff: International Baccalaureate Organization, October 2019.
https://resources.ibo.org/data/academic-integrity_9798d3b2-b75b-4940-9bb1-e33c6d541add/academic-integrity-en_237ee4dd-b989-426d-b031-d032f5bc8a08.pdf
or
https://resources.ibo.org/ib/works/edu_11162-58121?lang=en.

Academic Integrity (Honesty) Policy. InThinking.
<https://www.thinkib.net/leadership/page/21458/academic-honesty-policy>.

Bay Shore High School Academic Honesty Policy.

Commack High School Universal Student Academic Integrity Declaration.

Diploma Programme Assessment procedures 2021. Cardiff, International Baccalaureate Organization.
https://resources.ibo.org/dp/works/dp_11162-413817?lang=en.

The Diploma Programme: From principles into practice. Cardiff: International Baccalaureate Organization, August 2015. https://resources.ibo.org/data/d_0_dpyyy_mon_1504_1_e.pdf.

Locust Valley High School Academic Honesty Policy.

North Shore High School Academic Integrity Code & Policy 2017-2018.

North Shore High School Academic Integrity Code & Policy 2020-2021.

Program Standards and Practices. Cardiff, International Baccalaureate Organization.
https://resources.ibo.org/data/programme-standards-and-practices_5490368c-3f6e-4531-851b-3412c18a2f09/programme-standards-and-practices-en_1f451eaa-1274-4fa5-a7ff-692323462485.pdf.

Student Statement

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| Student name: | |
| Subject: | |
| Teacher: | |
| <i>Please provide a statement addressing the concerns relating to academic misconduct.</i> | |
| | |
| <input type="checkbox"/> <i>I confirm that, to the best of my knowledge, the information provided above is correct and true.</i> | |
| Student signature: | |
| Date: | |