

## Clarksburg High School – Code of Academic Integrity

Clarksburg High School highly values academic integrity and does not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment, assessment or a course grade.

The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and, therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it.

### Academic dishonesty includes, but is not limited to:

#### Cheating on Exams and Assignments

1. Copying from others or allowing others to copy from you on any assignment or assessment, including, but not limited to, homework, lab reports, tests, and quizzes.
2. Having or using notes, formulas, or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take the test for you.
5. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information.)
6. Having or using a “cheat sheet” (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
7. Working together on a take-home exam or graded assignment unless specifically authorized by the teacher.
8. Gaining or providing unauthorized access to examination materials.
9. Asking another to give you improper assistance, including offering money or other benefits.
10. Asking for or accepting money or any other benefit in return for giving information improperly.

#### Plagiarism in Papers and Assignments

1. Giving or getting improper assistance by a parent or other person on an assignment meant to be individual work. (When in doubt ask)
2. Including in any assignments turned in for credit any materials not based on your own research and writing. This includes:
  - a) Using the services of a commercial term paper company.
  - b) Using the services of another student.
  - c) Copying part or all of another person’s paper and submitting it as your own for an assignment.
  - d) Stealing another student’s work and submitting it as your own.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers.
5. Knowingly failing to use quotation marks where appropriate.
6. Failing to attempt to properly acknowledge paraphrased materials via textual, attribution, footnotes, endnotes and/or a bibliography.
7. Making up data for an experiment or survey.
8. Citing nonexistent sources (articles, books, etc.)

#### Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.