

AMERICAN HIGH SCHOOL
ACADEMIC INTEGRITY POLICY

At American High School (AHS), we uphold the principles of academic integrity as a foundation for fostering intellectual honesty, personal truthfulness, a genuine commitment to learning, and a respectful acknowledgment of the ideas and creations of others, including intellectual property. Demonstrating academic integrity involves embodying these values, with a particular emphasis on the following expectations for you, as a student of AHS.

You should be taking full credit for your own work and duly acknowledging the contributions of others who have assisted or influenced you, as well as crediting the work you have incorporated into your own. Forms of academic dishonesty include, but are not limited to:

1. The use of any form of unauthorized assistance or "cheat notes" during an exam, test, or quiz.
2. Copying or allowing others to copy work assigned to be completed independently, with teachers responsible for clearly outlining expectations on homework and projects, in writing.
3. Possession or use of unauthorized exams, tests, assessments, quizzes, projects or assignments, including those obtained through theft.
4. Selling or providing, before, during, or after the production of assignment, project, exam, test, assessment, or quiz answers or information related thereto, to fellow, past, or future students, including the utilization of electronic devices, such as calculators, cell phones, cameras, or other gadgets, to provide such answers or information.
5. Collaborating on exams, tests, quizzes, assessments, projects, or assignments without prior approval from the teacher. It should be understood that each exam, test, quiz, assessment, project, or assignment is expected to be completed on an independent basis, unless specifically outlined within the instructions or authorized by the teacher of any given course.
6. Providing false information about the ability to complete assignments and/or assessments.
7. Attempting to misrepresent the authorship of student work, such as having someone else write a paper, or using someone else's work product, and representing it as your own.
8. Copying or closely paraphrasing sentences, phrases, or passages from an uncited source or from another student, past, present, or future, while writing a paper or conducting research,
9. Using the views, opinions, or insights of others without proper acknowledgment.
10. Looking at or copying someone else's work product or knowingly allowing someone else to view your work product during, before, or after an exam, test, quiz, or assessment, or in allowing someone else to view your work product, or viewing someone else's work, resulting in any work product for any course.

Academic dishonesty extends beyond plagiarism and encompasses the use of another person's work, concepts, designs, data, ideas, research, or documentation, without proper credit. This

includes acts such as lying, cheating, using, and/or providing unauthorized materials in preparation for or during an exam/test/quiz/assessment, or in providing information pertaining to projects and/or assignments, and other acts, to include theft or falsification of records and files, etc. Below are a few examples of how to avoid academic dishonesty. This list is not exhaustive, as there may be other ways for students to ensure that they are following AHS's policies in this regard.

1. Representing your own work honestly and accurately.
2. Collaborating only as specifically directed and/or authorized.
3. Reporting breaches of academic integrity to a teacher, counselor, or administrator.

Together, as a community committed to academic excellence, we emphasize the importance of maintaining academic integrity to preserve the value and authenticity of the learning experience at American High School. Please make yourself familiar with AHS's Revised Plagiarism Policy, which outlines the consequences and actions taken when Academic Standards are not met by students.

REVISED PLAGIARISM POLICY

American High School is excited to share an important update about our plagiarism policy, effective December 1, 2023. The revised policy creates a positive and supportive learning environment by focusing on learning ownership and accountability for students. We've revised our Plagiarism Policy to stay current with academic changes, especially with the rise of AI technology. The use of AI platforms prompted us to make necessary adjustments to prevent plagiarism challenges.

This Policy encourages transparency and encourages students to be proactive. Students are urged to check their work for plagiarism before submission using free plagiarism detectors, the same tools our teachers use:

- [GPTZero AI Plagiarism Checker](#) for AI plagiarism.
- [PapersOwl Free Plagiarism Checker](#) for other types of plagiarism.

If a student's work shows **over 30%** from the detector, it will be addressed as indicated in the below chart. The 30-percent limit serves to ensure that students maintain academic integrity and avoid any discrepancies with their submissions. Students should aim to use their own words and ideas in each and every assignment for each and every course with AHS. To prevent plagiarism discrepancies, it is recommended that students use the above-listed plagiarism detectors prior to

submitting their work. If they obtain a high percentage and are unsure as to how to address the issue, students can contact their teacher on Teams for assignment assistance. Teachers are always willing to answer any questions and support students at every step of their learning journey.

Policy Overview:

Our Revised Policy covers various forms of plagiarism, including Artificial Intelligence (AI), direct copying, and sharing work with another student (where both students will face consequences). The below chart provides an overview of the steps taken for each infraction:

Instance	Deduction	Consequences
First	20%	The teacher will address the plagiarism issue with the student through Teams, as well as provide notification in the Teacher Feedback Section, and will assess a 20% deduction. Students will be cautioned that parents will be notified if there is a second instance. No revisions will be allowed.
Second	30%	For the second infraction, the teacher will reach out to the counselor, who will then contact the parents. The teacher will send a Teams message to the student, as well as notify the student via Teacher Feedback, about the 30% deduction and subsequent consequences. No revisions will be allowed.
Third	40%	In the case of a third infraction, the teacher will send a Teams message to the student about the 40% deduction, and the student will also be advised of the consequences via Teacher Feedback. The incident will be reported to the counselor, who will inform the parents. The student will face a seven-day suspension. No revisions will be allowed.
Fourth	50%	In the case of a fourth infraction, the teacher will send a Teams message to the student about the 50% deduction and will advise the student of these consequences via Teacher Feedback. The incident will be reported to the counselor, who will notify the parents of the fourteen-day suspension. No revisions will be allowed.
Fifth	50% and Expulsion	Should a fifth instance occur, the teacher will send a Teams message to the student about the 50% deduction and will advise the student of such consequences via Teacher Feedback. The counselor will be notified by the teacher, and the counselor will contact the parents to discuss the student's expulsion.

We believe that this Revised Policy is a valuable tool for students, parents, and teachers alike. We aim to retain students and inform parents at each stage, by introducing steps before suspension or expulsion. We understand the importance of clarity and transparency in our educational community and believe this Policy ensures that students and parents are well-

informed about the consequences of plagiarism. Thank you for your understanding and cooperation as we work together to maintain a fair and supportive learning environment for our students. Please read the revised plagiarism policy, and if you have any questions or concerns, please do not hesitate to reach out.