

**POLICY 540**  
**ACADEMIC INTEGRITY**

Adopted: May 13, 2014 (District Policy)  
Policy Committee Reviewed: December 17, 2020

**I. PURPOSE**

The purpose of this policy is to support the core values of honesty and integrity within Fairmont Area Schools.

**II. GENERAL STATEMENT OF POLICY**

Fairmont Area Schools expects faculty, staff and students to conduct themselves ethically, honorably and with academic integrity. Students are expected to submit only original work on all assignments, quizzes, tests, essays, papers, homework, etc., unless they are given permission to work collaboratively with other students by the teacher. When using the work of others for purposes of research and support, that work must be properly cited.

**III. DEFINITIONS**

A. Cheating is defined as any situation in which a student:

- copies another student's homework or test(s) with or without his/her permission;
- allows one's work to be copied;
- improperly acquires answers for any graded assignment or assessment;
- forges signatures or falsifies records;
- falsifies or invents data;
- is responsible or participates in the transference of test answers;
- is responsible or participates in the transference test/quiz copies from one class to another;
- uses any unauthorized source of information for taking a test including the use of a concealed instrument (i.e. cell phones, calculators and other electronic devices).

B. Plagiarism is defined as any situation in which a student:

- Borrows, restates or claims another person's work as their own, without giving credit to the original source;
- Copies material from the internet or other reference materials without citation.

A student should ask the following questions:

- Have I copied word for word, all or part of another writer's work without using quotation marks and citing credit to that other writer?
- Have I copied the work of another writer, making changes here and there, while retaining the main thought and structure?
- In the case of fiction, have I used a plot invented by another writer, even though I am telling the story in my own words?

#### **IV. CONSEQUENCES**

- A. A student found to be in violation of academic integrity...
- will not receive credit for the work in question;
  - may be required to complete an alternative assignment or assessment;
  - may face further disciplinary action;
  - may face additional consequences such as; exclusion from school events, dances, field trips, celebration events and/or other Fairmont Area School activities.
- B. Administration and parents/guardians will be notified of the incident by the teacher.
- C. A Minnesota State High School League (MSHSL) Code of Conduct review will be conducted which may result in potential athletic and activities suspensions.

#### **V. APPEALS PROCESS**

If a student believes he/she is not in violation of the Academic Integrity Policy, he/she may arrange an appeal by contacting the High School Principal, in writing within 5 school days. A meeting will be arranged between the student, the parent(s), an administrator and the teacher to discuss and resolve the violation.