



LC Academic Integrity Policy

What is academic integrity?

Integrity is often described as doing what is right, even when no one is looking. It has become an insurmountable task to keep AI generators, search engines, pre-written essays, and ready-made answer keys from infiltrating the classroom. Yet, regardless of what might be available, Lititz Christian students are expected to display integrity in the work they complete by submitting work wholly generated by the student, adhering to a higher standard of excellence and accountability in their learning and in their lives. While perfection is not attainable, we continue to pursue holiness, as Jesus calls us to in Matthew 5:48. It is with this standard of holiness in mind that this Academic Integrity Policy has been created.

The policy, simply stated, is **no work submitted—whether in part or the whole—should ever be the work of another, be it human or electronic.**

Holding students accountable for their own work allows for fairness in grading and authentic learning, while preserving the value of education. Students need to know how to responsibly use their resources, how to articulate original ideas in their own words, how to cultivate their own writing skills, and how to develop their own unique voice. This involves hard work, discipline, and focus—all of which are skills required in the workplace, in relationships, and in life.

Violations of the Lititz Christian School Academic Integrity Policy:

- **Plagiarism:** Plagiarism is using someone else's words or ideas without correctly acknowledging the person who created them.
 - Examples include but are not limited to...
 - Word-for-word use from another source without quotations and a citation
 - this includes words used from another student, teacher, or resources provided by a teacher
 - Slightly altering someone else's words
 - Paraphrasing without a citation
 - Presenting someone else's ideas as your own
- **AI:** Artificial intelligence that can generate text, pictures, presentations, and music.
 - Examples include but are not limited to...
 - Grammarly - accepting AI recommendations from Grammarly that rewrites/rearranges/alters a student's writing
 - ChatGPT (or any AI generator)

- Language translators - devices, generators, or sites that translate from one language to another (unless permission is given by the instructor)
 - This applies to foreign language students as well as international students translating from their own language into English.
- **Cheating:** Dishonest or unfair behavior that intends to gain advantage.
 - Examples include but are not limited to...
 - Copying answers from a classmate's assignment or assessment or any unauthorized collaboration - this includes homework (regardless of whether the classmate is willing to share)
 - Allowing another student to copy from own work
 - Using a cellphone, smartwatch, or other device to retrieve answers on an assessment or classwork
 - Using answer keys at unapproved times

Consequences for Violations of the LC Academic Integrity Policy:

Violations of academic integrity—if not addressed at this level of education—can lead to serious academic, financial, and legal ramifications. It is considered a Civil Wrong; while not typically a criminal offense (depending on what is plagiarized), it is a breach of ethics, an act against another person or a person's property. This Civil Wrong has serious consequences. People have been stripped of doctoral, masters, and bachelors degrees; lawsuits have been filed; jobs have been lost; professional and personal reputations destroyed.

These safeguards have been established to help students learn now the importance of academic integrity, reinforcing to students the value of critical thinking, hard work, and personal integrity. These ideas are reinforced at each stage of the learning and writing process to help students avoid violations of the Academic Integrity Policy.

1st offense:

- Loss of LC device for 1 week. All online work will need to be handwritten.
- Conference held between teacher and student. The student will be provided proof of violation.
- A grade of zero or half credit with a newly written paper on a different topic is given. The opportunity for a newly written paper is at teacher's discretion and is not guaranteed.
- Detention issued
- Documentation of incident in RenWeb
- Parent(s) informed of the reason for the grade received and the detention

2nd offense* (or more):

- Loss of LC device - length of time to be determined by Administration. All online work will need to be handwritten.
- Conference between teacher, student, and administrator—student will be provided proof of violation.

- A grade of zero is given.
- Further disciplinary action is discussed and, if needed, implemented.
 - If an incident occurs in an AP or honors level class, disciplinary action may include dismissal from that upper level course. This is at the discretion of the teacher and/or administrator.
 - If the student is an NHS or SALT member, probation or removal from NHS or SALT will be at the discretion of the advisor(s).
- Documentation of incident in RenWeb. Documentation of incident placed in student's permanent file if deemed necessary. This is at the discretion of the administrator.
- Parents are informed of the grade received and of other disciplinary action.

**The 2nd offense does not have to be in the same class or with the same teacher as the 1st offense. The Lititz Christian School Academic Integrity Policy transcends individual classrooms.*

What is plagiarism?

Plagiarism is using someone else's words or ideas without acknowledging the person who created them. Plagiarism is considered unlawful, whether you do it deliberately or thoughtlessly. And it is not specific to English class—students are held accountable for plagiarism in all classes and subject matter.

Plagiarism may be as blatant as submitting someone else's writing as your own. This is most often seen when you "copy" a paragraph, a sentence, a piece of information from a website and "paste" it into your paper or document without citing your source. It also includes papers that are written by someone else (or generated by AI) for you; the writing is not your own, yet you are presenting it as yours. Letting a teacher think you did work that you actually didn't do is cheating. A more subtle plagiarism is to let a reader think that certain words, phrases, or ideas are your own when they, in fact, belong to someone else you failed to acknowledge. Paraphrases and summaries, individual phrases or words, as well as opinions and ideas can be plagiarized. Changing a few words or changing singulars to plurals does not rule out plagiarism. Even presenting common knowledge (meaning information found in 100 or more sources) in someone else's words, without credit, is plagiarism. It is hard work to make your words your own, but well worth the effort!