

Sequoia Union High School District Academic Integrity Policy

Philosophy and Purpose

Academic integrity is about honesty. Thus, it applies to homework, class work, and assessments, regardless of point value. We care about your learning of the material taught, as well as your character development. Therefore, academic integrity violations will not be tolerated. Academic integrity is an integral component in fostering self-respect, achievement and positive relationships among all stakeholders in our District community. Our Academic Integrity Policy is intended to clarify the expectations we have for all students to maintain an ethical climate that values honesty, effort and respect for others. This policy also delineates the consequences for students if they do not meet the District's academic integrity expectations.

Definitions of Academic Misconduct

Cheating is a form of academic dishonesty in which an individual undermines the integrity of an assignment or exam.

Examples of cheating include, but are not limited to, the following:

- Copying an assignment or test
- Improper electronic capturing, recording or photography of exams and other testing materials
- Allowing others to copy an assignment or test
- Giving or receiving test information
- Using unauthorized resources during an assessment
- Submitting the same assignment or presentation more than once without prior teacher approval
- Working on and/or completing an assignment collaboratively without teacher authorization
- Making up information (data, quotations, sources, citations)
- Stealing testing materials
- Pressuring or encouraging another student to violate this Academic Integrity Policy, or, planning with another to commit a violation of this policy

Plagiarism is a form of academic dishonesty in which an individual submits or presents the work of another person as his or her own. Plagiarism exists when:

- There is no recognition given to the original author for phrases, sentences, and ideas of the author incorporated in a paper or project
- A portion of a document is copied from an author, or composed by another person, and presented as original work

Examples of plagiarism include, but are not limited to, the following:

- Presenting another author's entire work as your own
- Copying a summary from another source and incorporating it into your work
- Submitting an essay or story written by anyone else
- Using another author's sentences or phrases without using quotations and/or citing your source

Procedures and Consequences

Procedures:

When a student has violated the Academic Integrity Policy, these procedures will follow:

- The Teacher gathers evidence of cheating, documents the violation(s), and reports it to the Administrative Vice Principal ("AVP").
- The teacher meets with the student to explain that an alleged violation(s) has occurred.
- The AVP contacts the student's parents and explain that a violation(s) is alleged to have occurred.

If the AVP concludes that a violation has occurred:

- Evidence of the violation(s) will be kept in the student's file.
- The student's teachers and other staff will be put on notice of the violation of this Policy.
- The AVP will record a summary of facts regarding the incident in the IC (student information system) behavior screen, along with the corresponding Education Code violation, if applicable.
- The AVP will review the violation(s) and the student's disciplinary history to determine the proper consequence(s).
- The AVP will notify the parent of the outcome of the investigation and any resulting consequence(s).

Consequences:

The severity of the consequence depends on the nature of the policy violation and the student's disciplinary history. The teacher will determine academic consequences, per their syllabi; in most cases the academic consequence will be a zero on the assignment. The AVP is responsible for determining any additional consequence(s).

For a *first* incident, if no Ed. Code violation transpired, the occurrence will be recorded in the student's behavior file as a non Ed. Code incident and state that the student was counseled. If an Ed. Code violation occurred in concert with the integrity violation, the Ed. Code violated will be included. Consequences for a *first* violation may include, but are not limited to:

- Detention
- School or community service
- Suspension from extracurricular activities
- Suspension if a violation of Ed. Code is determined to have occurred

Consequences for *subsequent* violations may include, but are not limited to, any of the above, as well as the following:

- Suspension under violation of Ed. Code 48900(k), "Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel"
- Exclusion from extracurricular activities

A student may face consequences for prior violations of this policy that are discovered in the course of investigating a subsequent allegation.

If a single incident of cheating encompasses more than one violation, the consequences for *subsequent* violations may be applicable.

Letters of Recommendation:

Letters of recommendation by District staff do not fall within the purview of this Policy. Any decision to rescind or amend a letter of recommendation is reserved for the independent discretion of the staff member who wrote it.

**Sequoia Union High School District
Academic Honesty Contract**

By signing this form, I agree to uphold the SUHSD Academic Integrity Policy

Please Print Student Name

Student Signature

Date

Please Print Parent/Guardian

Name Parent/Guardian Signature

Date

Subject