

## Alta Loma High School Academic Integrity Policy

*“I would prefer even to fail with honor than win by cheating.” – Sophocles*

### The Alta Loma High School staff believes that:

- Honesty and integrity are essential character traits of successful students, the absence of which degrades the student and can have lasting repercussions;
- Honorable work is more intellectually and intrinsically rewarding than dishonorable work;
- True learning is absent when cheating is present;
- Cheating devalues the curriculum, the learning process, and pollutes the learning environment for all students;
- Students benefit when they value what they’ve learned in a class over the grade earned and that true learning is our community’s goal.

### The Alta Loma High School staff expects that:

- Students and staff will act with integrity, whether others are witness to it or not;
- All assignments, regardless of point value, are completed with equal respect to originality;
- Students will demonstrate their abilities with accuracy, honesty, and responsibility;
- Students will report incidents of dishonesty to a staff member.

### What is Academic Dishonesty?

Academic dishonesty includes, but is not limited to: ***cheating, fabrication, facilitation, and plagiarism***. These apply to any exam, research, course assignment, homework or other academic exercise.

**CHEATING** is committing fraud and/or deception on a report, paper, computer assignment, examination, homework or any other course requirement. **Examples** include, but are not limited to:

- Using hidden notes, copying from another student or helping another student during an examination.
- Submitting another student’s work as your own or splitting an assignment and copying.
- Stealing or accepting tests or answer keys or obtaining test answers from a student in a previous class.
- Giving the answers on a homework assignment to another student.
- Using unauthorized notes, or study aids, or information from another student on a test.
- Allowing another person to do one’s work and submitting it under one’s own name.
- Preprogramming a calculator to contain answers or other unauthorized information for exams.

**FABRICATION** is creating false information and presenting it as fact. **Examples** include, but are not limited to:

- Changing answers on an already graded exam or performance project.
- Using an online translation service to do your foreign language homework.
- Changing grades in a teacher’s possession.
- Altering graded work after it has been returned, and then reporting the score as faulty.
- Making up false quotes, statements, data, or sources OR methods by which it was gathered.

**FACILITATION** is helping or attempting to help another student commit academic dishonesty. **Examples** include, but are not limited to:

- Allowing someone to copy your homework.
- Providing the answers on a homework assignment to another student.
- Communicating answers to another person during an exam.
- Giving unauthorized help on assignments or exams. (Unless the instructor explicitly indicates otherwise.)
- Failing to prevent another student who is copying during an exam.
- Giving test questions or answers to a member of a later class

**PLAGIARISM** is representing someone else's ideas, words, statements, or other work as your own without proper acknowledgment or citation. **Examples** include, but are not limited to:

- Failing to cite (in-text and/or Works Cited) the written words, facts, statistics, symbols, illustrative material or graphs of an author (besides common knowledge).
- Turning in any work with text directly copied from a web site or other source (copy and paste).
- Presenting another person's creative works or ideas as one's own in any type of project, including art work, multi-media presentations, or papers.
- See this source for a guide to plagiarism: <https://owl.english.purdue.edu/owl/resource/589/01/>

**Compiled From:**

"Academic Integrity." *Lsa.umich.edu*. U-M Regents, 2011. Web. 03 Jan. 2016.

"Maintaining Academic Integrity." *Faculty.washington.edu/mlg/students/cheating.htm*. Michael Lewis Goldberg, 2007. Web. 03 Jan. 2016.

"What Are Some Examples of Cheating and Plagiarism?" *Niles-hs.k12.il.us*. District 219, 2016. Web. 03 Jan. 2016.

**Alta Loma High School Academic Integrity Policy: RESPONSIBILITIES**

*It is the **STUDENT'S** responsibility to:*

- Read and know the Alta Loma High School Academic Integrity Policy.
- Read and know all course syllabi of each class.
- Report incidents of dishonesty to the teacher.
- Do his or her own work.
- Cite authoritative, credible sources appropriately. Use these helpful sources:
  - ✓ Preventing Plagiarism - <https://owl.english.purdue.edu/owl/section/3/33/>
  - ✓ <http://www.plagiarism.org/plagiarism-101/overview/>
- Collaborate in a manner consistent with each teacher's expectations.
- Follow all test/quiz protocols.

*It is the **TEACHER'S** responsibility to:*

- Provide clear expectations for students by reviewing the Alta Loma Academic Integrity Policy and citing it in course syllabi.
- Review potential consequences of cheating.
- Clarify specific expectations for collaborative work, projects, and presentations.
- Document instances of cheating per procedures and consequences outlined in policy.
- Clarify expectations during tests and quizzes.
- Monitor student work and classroom conduct to ensure cheating does not take place.

*It is the **PARENT'S** responsibility to:*

- Read and know the Alta Loma High School Academic Integrity Policy.
- Support students in by ensuring they have adequate time and resources to complete school work.
- Support the imposition of consequences if the Academic Integrity Policy is violated.
- Expect students to do their own work.

*It is the **ADMINISTRATOR'S** responsibility to:*

- Publish and publicize the Alta Loma High School Academic Integrity Policy.
- Support the Academic Integrity Policy and engage in efforts with staff and students to teach students the impact of cheating and to prevent it.
- Apply reasonable and fair consequences for cheating.

## **Alta Loma High School Academic Integrity Policy: PROCEDURES AND CONSEQUENCES**

### **PROCEDURES**

***When a teacher, counselor and/or administrator determine(s) that a violation of the Academic Integrity policy has occurred, the following steps will be taken:***

1. Teacher will examine incident and may take the following actions:
  - Document incident on Aeries as OMC **(required)**.
    - Go to Student Profile, Guidance, Discipline, Create New Record
    - Use Code AD – Academic Dishonesty.
    - Briefly describe cheating incident.
  - Confer with the student and contact the student’s parents. The purpose of the teacher-student conference is to review the Academic Integrity Policy, clarify why the work or behavior in question constitutes a violation of it, and help prevent future violations.
  - Make determination about classroom consequence (*see below*).
  - Seek administrative and/or counseling support and intervention.
2. The Counselor or Assistant Principal will review the student’s disciplinary and academic record.
3. An appropriate penalty for the offense will be imposed. Consequences for first-time and subsequent offenses are outlined below.

### **CONSEQUENCES**

Consequences for a first-time violation, depending on the incident, may include, but are not limited to:

- Loss of credit or grade deduction on the compromised assignment.
- Conference with teacher, counselor, admin to examine student’s misconduct.
- School on Saturday(s).
- Assignment to study Academic Dishonesty.
- Community service/Peer tutoring.
- Grade lowered one (1) letter grade for the quarter or semester report card.
- Teacher may decline to write a letter of recommendation or report it in the letter. A teacher may also rescind a recommendation after it has been sent.

Consequences for subsequent violations may include (but are not limited to) any of those above as well as the following:

- Repeat offense in same class: Conference called by Administrator with student, teacher, parent, and counselor.
- Repeat offense, but not in the same class: Appropriate action taken by Administrator (e.g., Saturday school, community service).
- Suspension and/or exclusion from extracurricular activities, including removal from an office, athletic event, disqualification from National Honors Society.