

ACADEMIC INTEGRITY POLICY

Education is a partnership between students, teachers, parents, and staff. The goals of our school community depend on the acceptance of responsibility for conduct in both social and academic endeavors. Every faculty member and student belongs to a community of scholars where academic integrity and the pursuit of excellence are fundamental commitments. Students come to this school not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. This pursuit is characterized by individual responsibility for personal learning as well as by giving credit to sources of information.

This Academic Integrity Policy is intended to promote and protect an atmosphere of trust, fairness, and respect. Academic Integrity requires that students produce work that is their own work, and, if questioned, that each student is able to explain all work products to demonstrate understanding of the material.

Demonstrating and Supporting Academic Integrity

Administrators and Counselors Will:

- Ensure that all faculty, students, and parents have been informed of and have access to the Academic Integrity policy.
- Create a school-wide environment that promotes honesty and integrity in work.
- Maintain cumulative records of reported violations.
- Enforce appropriate disciplinary actions when violations of the policy occur.

Teachers Will:

- Provide students with explicit requirements and directions for both work and technology.
- Structure positive conditions for testing.
- Be specific as to whether work is to be cooperative or individual.
- Teach and review the correct method of documentation.
- Refer to the Academic Integrity Policy for policies and procedures.

Students Will:

- Complete all work individually unless the teacher gives explicit permission otherwise, and use technology appropriately when producing work.
- Avoid situations that might contribute to academic dishonesty.
- Protect work he or she has completed or is completing from being used by others.
- Document borrowed materials by citing sources.
- During a test or quiz, ensure all answers are products of his or her own knowledge, and refrain from discussing tested materials with other students until directed to do so.
- Be able to explain all work products if questioned to show understanding of the material.
- Ask the teacher when unclear about a topic or assignment, either in directions or content.

Parents/Guardians and Other Adults Supporting Students Will:

- Support the student's effort to complete work him/herself.
- Be aware of a student's need for supplies as well as a quiet time and place to work.
- Have knowledge of the Academic Integrity Policy and the student's consequences of not abiding by it, and provide a positive example for adhering to and supporting the enforcement of the policy.
- Reduce the pressure for "success at any cost", and give support even when his or her best effort doesn't earn an "A".

Violations of Academic Integrity Expectations

ACADEMIC CONSEQUENCES

If a student violates any of the expectations for academic honesty, the teacher of the course in which the incident occurs may:

- 1) Lower the grade for the assignment(s) on which the academic dishonesty occurred, including assigning a zero for the assignment(s),
- 2) Lower the citizenship mark issued on the semester report card for the term in which the incident occurred, including issuing a “U”, even for a first offense.

DISCIPLINARY CONSEQUENCES

The examples below are common violations of expectations for academic integrity. Each is listed with guidelines for disciplinary consequences issued by a counselor or administrator. The list is not meant to be exhaustive. Teachers and administrators may elect to issue academic and/or disciplinary consequences for incidents not listed below, but which violate the expectations listed in the “Demonstrating and Supporting Academic Integrity” section of this policy.

	1st Incident	2nd Incident	3rd Incident
LEVEL 1			
Copying work assigned to be done independently or allowing someone to copy your own or another's work	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension
Copying or closely paraphrasing sentences, phrases or passages from an uncited source for a paper, or for research (plagiarism)	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension
Looking at or allowing someone else to look at your own or another's paper on a quiz	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension
Using "cheat" notes on a quiz	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension
Talking or communicating with another student by any means during a quiz	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension
Giving or receiving quiz information to or from students in other periods of the same teacher or same course	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension

	1st Incident	2nd Incident	3rd Incident
LEVEL 2			
Looking at or allowing someone else to look at your own or another's paper on a test	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Using "cheat" notes on a test	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Talking or communicating with another student by any means during a test	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Giving or receiving test information to or from students in other periods of the same teacher or the same course	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Submitting papers taken from the Internet, other publications, or other students or resubmitting prior work as original (plagiarism)	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Extensive copying or closely paraphrasing sentences, phrases, or passages from an undocumented source for a major paper, or project (plagiarism)	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Submitting individual projects that are not wholly your own work	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Forgery of signatures	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Fabricating or alternating laboratory data	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Submitting translations from Internet translation programs in a language class (plagiarism)	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing

	1st Incident	2nd Incident	3rd Incident
LEVEL 3			
Tampering with official records including altering grades in a gradebook or on a computer database.	1-5 days suspension; possible referral to disciplinary hearing	3-5 days suspension; possible referral to disciplinary hearing	5 days suspension; possible referral to disciplinary hearing
Stealing, accessing, or distributing exams or answer keys to an exam by any means	1-5 days suspension; possible referral to disciplinary hearing	3-5 days suspension; possible referral to disciplinary hearing	5 days suspension; possible referral to disciplinary hearing
Cheating on a high stakes test such as Advanced Placement or CAASPP	1-5 days suspension; possible referral to disciplinary hearing	3-5 days suspension; possible referral to disciplinary hearing	5 days suspension; possible referral to disciplinary hearing

Consequences for violations of the Academic Integrity Policy are cumulative for the school year in which the first incident occurs, plus the entire following school year.

In addition to the consequences listed above, students in violation of any aspect of the Academic Integrity Policy may also be subject to:

- Removal from a teacher assistant or office assistant assignment
- Removal from a leadership position within the school
- Loss of eligibility for honor societies and academic recognition

Unauthorized Access to Student Records

Unauthorized access and/or modification of the content of a student record, whether physically or electronically, is a serious violation of the Academic Integrity Policy.

In addition, unauthorized modification of the contents of a student record is considered to be a theft of District property under California Education Code 48900(g).

Unauthorized access/modification includes, but is not limited to, the following:

- A student who accesses a Bonita Unified staff account without permission from the account holder, whether or not any changes are made.
- A student who makes changes to their own or another student's records, (whether or not he/she derives personal benefit as a result of making changes).
- A student who requests or knowingly allows changes to be made to his/her record, even if he/she is not aware of the details of the changes.
- A student who facilitates unauthorized access to a staff account or a student record by any means.

Consequences for unauthorized access and/or modification of the content of a student record, whether physically or electronically, even for a first offense, may include:

- Suspension for up to 5 days.
- Recommendation for involuntary transfer within the district.
- Recommendation for expulsion.
- Report to law enforcement.