

## *Bonita High School*

### Academic Integrity Policy Summary

**The goal of the Academic Integrity Policy is to encourage self-confidence, personal integrity, and respect for the rights of others.**

Cheating includes, but is not limited to, the following examples:

- Taking and/or using an assignment from someone else and submitting it as one's own.
- Allowing another to take and/or use an assignment to submit as one's own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using or possessing any type of "crib notes" on one's person, an object, or programmed within graphing calculators, palm pilots, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Giving answers to another student for an assignment or exam.
- Resubmitting a previously written assignment as original work.

Dishonesty includes, but is not limited to, the following examples:

1. Conspiring with other students to commit academic dishonesty.
2. Falsification of results from research/work or laboratory experiments.
3. Written or oral presentation of results from research which was never performed.

Plagiarism is a specific type of lack of academic integrity. Plagiarism includes, but is not limited to the following examples:

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of a work.
- Presenting an idea, theory, or formula originated by another person as your own.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as one's own work.

### **Breach of Academic Integrity Policy**

The professional judgment of teachers and administrators will determine whether cheating has occurred, and the level of the offense, based on solid evidence and careful review.

Level One violations include, but are not limited to:

- Looking at, or allowing someone else to look at, your own or another's paper during an exam, test, or quiz.
- Using "cheat" notes on test or exam.
- Talking or communicating with another student by any means during an exam, test, or quiz.
- Copying work assigned to be done independently, or allowing someone else to copy your own or another's work.
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source for a paper, or for research.

- Submitting translations from Internet translation programs in a world language class.
- Giving or receiving test information to or from students in other periods of the same teacher or same course.
- Fabricating or altering laboratory data.

Level Two violations include, but are not limited to:

- Submitting papers taken from the Internet, other publications, or other students or resubmitting prior work as original.
- Extensive copying or closely paraphrasing sentences, phrases, or passages from an undocumented source for a major paper, or project.
- Submitting individual projects that are not wholly your own work.
- Forgery of signatures or tampering with official records.

Level Three violations include, but are not limited to:

- Stealing or accessing exams or answer key to a test.
- Altering grades in grade book or on a computer database
- Cheating on a high stakes test such as the CAHSEE, Advanced Placement or STAR test.

### **Consequences:**

Consequences will represent a range of possible responses to the various levels of policy violations.

Any combination totaling three, either in the number of offenses, or in the level of offenses, results in the maximum penalty. Penalties are as follows:

First Offense at Level One:

- Student receives zero for the assignment.
- Teacher notifies parent (via email, phone call, or mail).
- Teacher notifies administrator via referral.
- Teacher may issue a U in citizenship which will disqualify a student from the California Scholastic Federation for the semester and for extended lunch privileges for the quarter.
- Counselors will review the Academic Integrity Policy with the student, explain the nature of the student's violation of the policy, and counsel the student regarding the situation.
- Administrator or counselor logs first offense in discipline file and reviews academic integrity policy and potential consequences with parents and student
- Counselor or administrators will assign Saturday School or community service hours.

Second Offense at Level One; or, First Offense at Level Two:

- Student receives zero for the assignment.
- Teacher notifies parent (via email, phone call, or mail).
- Teacher notifies administrator via referral.
- Teacher will issue a U in citizenship for the second offense in the same class with the same teacher which will disqualify a student from the California Scholastic Federation for the semester and from extended lunch privileges for the quarter.
- Counselors will review the Academic Integrity Policy with the student, explain the nature of the student's violation of the policy, and counsel the student regarding the situation.
- Counselor or administrator notifies CSF advisor and student is disqualified from CSF for that semester (Second offense within 24 months – different teacher or class).
- Counselor or Administrator logs offense in discipline file, and suspends student for 1 to 3 days.

Third Offense at Level One; or, a combination of a Level One and a Level Two Offense; or, First Offense at Level Three:

- Student receives zero for the assignment, if applicable.
- Teacher notifies parent (via email, phone call, or mail).
- Teacher notifies administrator via referral.
- Teacher will issue a U in citizenship which will disqualify a student from the California Scholastic Federation for the semester and from extended lunch privileges for the quarter.
- Faculty members may withdraw letters of recommendation.
- Counselors will review the Academic Integrity Policy with the student, explain the nature of the student's violation of the policy, and counsel the student regarding the situation.
- Administrator logs offense in discipline file and suspends student for three to five days.
- Student will be removed from Honors or AP class in which three points are earned.
- Student becomes ineligible for California Scholarship Federation.
- Student becomes ineligible to receive Bonita High School academic awards and participate in Bonita High School recognition ceremonies.
- Administration may, depending on the severity of the case, recommend the student for involuntary transfer or expulsion, exclude the student from graduation ceremonies and/or include a statement describing the students' violations of the Academic Integrity Policy with transcripts sent to colleges and universities.
- Where appropriate, Level Three violations will also be referred to law enforcement.

**NOTE:** Academic integrity issues may be reported to colleges and universities who request the information. For students who repeatedly have difficulty conforming to the Academic Integrity Policy the consequences are school-wide and cumulative for 24 months.

Please keep this information for reference.