

WI/EB

SUBJECT: ACADEMIC INTEGRITY

The integrity of any academic institution depends on the honesty of all those involved in the learning process. Academic dishonesty in any form is a serious offense in any institution of learning.

Academic dishonesty is the failure to maintain academic integrity. Academic dishonesty includes but is not limited to: cheating, (using or attempting to use unauthorized materials, information, or study aids in any academic exercise); fabrication, (falsification or invention of any information or citation in an academic exercise); bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student, presenting another student's work as one's own; and plagiarism.

To plagiarize is "to steal and pass off (the ideas or words of another as one's own...[to] present as new and original an idea or product derived from an existing source" (Webster's Ninth New Collegiate Dictionary, 898).

Plagiarism is the presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source; or using all or part of a literary plot, poem, film, musical score or other artistic product without attributing the work to its creator.

The following are sanctions that may be imposed based upon the student's prior history of academic dishonesty over the course of his/her high school career:

1. For cheating, the student or students involved may be given a grade of zero for the test, quiz, assignment, etc.
2. For the first offense of theft of materials, the student may be given a grade of zero for the piece of work that was plagiarized. The student will be given an opportunity to submit another piece of work and receive a maximum grade of 65 in lieu of the zero. The time frame for producing the second piece will be determined by the teacher. The teacher will also notify the student's Dean using the referral form and a copy will be kept in the student's disciplinary file as a means of tracking incidents of plagiarism. In addition, the teacher will notify the parent via telephone and in writing in a timely fashion.
 - For a second offense, the student may be given a zero on the piece of work that was plagiarized with no opportunity to submit any additional work. That zero will be calculated into the student's quarter/final grade. A referral will be sent to the dean and placed in the student's file. The parent will again be notified by the teacher, via telephone and in writing, in a timely fashion.
 - For a third offense, the student may receive a failing grade in the course in which the plagiarism occurred. The parent will be notified by the appropriate administrator, by both telephone and in writing, in a timely fashion. All written communications will take place by certified mail, return receipt requested.

This policy shall not preclude the imposition of different or other disciplinary sanctions as determined by the District to be appropriate. The policy has been developed for the protection of the majority of our students and for the protection of the integrity of our academic community.