

Redlands High School Academic Integrity Policy



Philosophy/Rationale:

Academic honesty is highly valued at Redlands High School. Our school is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate and educational environment that promotes ethical and responsible student conduct. Each student is responsible for helping to keep this environment intact. Teachers and administrators at RHS understand that pressure to get good grades might create the incentive to cheat. However, we are also certain that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that “learning for learning’s sake” is intrinsically valued, and we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. Additionally, Redlands High School asserts the need to prepare our students for the reality created by the technology explosion for the world of college and work, where cheating and plagiarism have dire consequences.

What is academic integrity?

Having *academic integrity* means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e. intellectual property)

You are acting with *academic integrity* to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized by your teacher.
- Report breaches of academic integrity to a teacher, counselor or administrator.

In a nutshell, *academic integrity* means doing schoolwork honestly. *Cheating* is gaining an unfair advantage and is dishonest; *plagiarism*, a form of cheating, is presenting someone else’s words or ideas as if they were your own. Students are sometimes legitimately unsure about what is acceptable, and what isn’t. Teachers should clearly communicate their expectations to students, and make every effort to avoid situations in which students are confused about how they are expected to meet assignment requirements. Likewise, if a student is confused about what is unacceptable, they should consult their teacher before handing in the final version/draft of the assignment in question.

Instances of Misconduct:

Examples of misconduct include, but are not limited to:

- **Plagiarism:** defined as the representation, intentionally, or unintentionally, of the ideas, works or work of another person without proper, clear and explicit acknowledgement (ex. properly citing information)
- **Collusion:** supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another
- **Duplication of work:** the presentation of the same work for different assessment components and/or core requirements (ex. submitting the same work for two assignments)
- **Any other behavior that gains an unfair advantage for a student** or that affects the results of another student (for example, sharing assessment questions, disclosure of information to and receipt of information from another student about the content of an examination via any form of communication/social media either before, during or after an exam/quiz).

Misconduct in Exam Sessions:

Incidents of misconduct include, but are not limited to the following:

- Bringing unauthorized material into an exam room
- Misconduct during an exam
- Supporting, or attempting to support, the passing on of exam related information
- Copying the work of another student
- Failing to comply with the instructions of the adult facilitating the exam
- Impersonating another student
- Stealing an exam (before/during/after an exam)
- Using an unauthorized calculator or other smart device during an exam

It is the **responsibility of each teacher** to clarify expectations about homework, research papers and projects with their classes, preferably in writing on their course syllabi. It is the **responsibility of the student** to be aware of what constitutes any infraction in a particular course.

LEVEL 1 INFRACTIONS:

These are primarily situations dealt with at the **classroom level**. Occurrences at this level include, but are not limited to,

- Using authorized “cheat” notes, including notes on a cell phone, desk or person
- Looking at, or allowing someone else to look at your own or another’s paper during any assessment
- Repetitive missing of exams (without documentation such as a medical note), habitual absences on assignment due dates
- Copying any class or homework assigned to be done independently, or allowing someone else to copy your own or another person’s work including lab assignments
- Submitting translation from internet translation programs
- Copying of or closely paraphrasing sentences, phrases or passages from an uncited source for a paper, or for research, including work submitted through **turnitin®**

Consequences:

- **The student will have a reduction in grade/credit (up to, and including “0” credit) on the assignment, lab, exam, test, or quiz based upon the teacher’s grading system; student MAY be given the opportunity to re-do assignment/assessment or per teacher discretion, an alternative assignment/assessment may be assigned. All assigned point values will be determined by the teacher.**
- **Teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic integrity incident within three school days of becoming aware of the incident.**
- **A teacher may decline to write a letter of recommendation or report the infraction in a letter. A teacher may also rescind a recommendation letter after it has been sent.**
- **Teacher will submit a written referral, with appropriate documentation, to an assistant principal who will meet with the student and counselor, and document the incident/follow-up action in Aeries; assistant principal will notify all of the student’s teachers of the infraction.**
- **Disciplinary actions may include, but are not limited to, lunch detentions and campus beautification service. All students who commit a Level 1 infraction, will receive a verbal warning and the student and parent will be required to sign a statement/contract that acknowledges the violation/penalty and indicates an understanding of further consequences for any subsequent offenses.**

LEVEL 2 INFRACTIONS:

These are situations involving **more serious ethical violations**. Occurrences at this level include, but are not limited to,

- Deliberate exchange/copying of information from another student including during a test/quiz or of a lab write-up
- Flagrant copying of a secondary source, internet site, web-based information, and any work of another person - includes papers submitted through **turnitin®**
- Attempting to obtain points by modifying a previously marked paper
- Giving or receiving test information to or from students in other periods of the same teacher or same course
- Submitting individual projects and pacers that are not wholly your own work
- **OR a second or repeated instance of a Level 1 violation** (previous violations of Level 1 need not have occurred in the same class or academic year).

Consequences include those listed under LEVEL 1 Consequences and **ONE OR MORE** of the following:

- **Per advisor discretion, the student may lose permissions to participate in or be placed on probation for extracurricular activities including but not limited to: ASB, clubs, athletics, dances, rallies and academic programs (AVID, HEART Academy).**
- **In the grading period directly after the incident, the teacher may mark “U” for the student’s Citizenship mark.**

LEVEL 3 INFRACTIONS:

These situations involve **serious ethical violations and/or deliberate failure to adhere to the RHS Academic Integrity Policy.** Occurrences at this level include, but are not limited to:

- **A 3rd offense of Level 1, a combination of a Level 1 and a Level 2 offense or 1st offense at Level 3** (previous violations at any level need not have occurred neither in the same class nor academic year).
- Involvement in a cheating conspiracy
- Involvement in blatant or extensive plagiarism or cheating beyond that of a Level 2
- Distributing unauthorized papers, labs or projects to other students
- Air-Dropping and/or mass sharing or distribution of exam/quiz/assessment material to other students
- Theft of assessment, instructional or administrative materials
- Receiving payment or paying for unauthorized papers or projects
- Altering grades on a computer database, gradebook, or returned work.

Consequences include those listed under LEVEL 1 and 2 Consequences and **ONE OR MORE** of the following:

- **If a college requires or requests information on cheating, the school will notify the college of any academic misconduct. For seniors whose class grade drops due to an infraction of the integrity policy, please take note that colleges may rescind acceptances of students who earn a D or F in courses their senior year.**
- **Automatic exclusion from extra/co-curricular activities, including disqualification from Daisy Chain/Junior Usher.**

NOTE: Where appropriate, Level 3 violations will also be referred to law enforcement.

PROCEDURES:

Parents and students should understand that the teacher’s professional judgment in conjunction with administrative guidance will determine whether a violation of the Academic Integrity Policy has occurred.

Appeals Process: Students wishing to contest decisions/consequences resulting from an Academic Integrity Policy violation may submit their *written* appeal to the RHS Academic Integrity Appeals Board (composed of RHS certificated and administrative staff) within 5 days of the initial consequence. Final appeals must be submitted to the principal within 5 days of the Board’s decision.

The Academic Integrity Committee of Redlands High School gratefully acknowledges Del Mar High School and Fremont Union High School District, whose policies Redlands High School has used as a model in formulating its own position on Academic Integrity.