

Cope Middle School Academic Integrity Policy

Philosophy/Rationale:

Academic honesty is highly valued at Cope Middle 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 Cope 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, Cope Middle School asserts the need to prepare our students for the reality created by the technology explosion for the world of high school, college and beyond, 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 acceptable, 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 test/quiz/assessment Sessions:

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

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

LEVEL 1 INFRACTIONS:

These are primarily situations dealt with at the **classroom level**. Occurrences at this level include, but are not limited to, unauthorized possession of a cell phone or other device on a student's person during a test/quiz/assessment, wandering eyes on test/quiz/assessment, repetitive missing of test/quiz/assessment (without documentation such as a medical note), habitual absences on assignment due dates, and infractions involving copying classroom and homework assignments, including lab assignments. 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.

Consequences:

- **The student will have a reduction in grade/credit (up to, and including "0" credit) on the assignment, exam, test, or quiz based upon the teacher's grading system; student must re-do assignment/assessment or alternative assignment/assessment if required by teacher.**
- **Teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic integrity incident within two school days of becoming aware of the incident.**
- **Teacher will submit a written referral, with appropriate documentation, to an assistant principal who will meet with the student and/or 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/assessment, copying of a secondary source, internet site, web-based information, and any work

of another person, use of a “cheat sheet” - including on an electronic device, attempting to obtain points by modifying a previously marked paper, knowingly allowing someone to look at one’s work product during a test/quiz/assessment, giving or receiving test information to or from students in other periods of the same teacher or same course **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:

- **A teacher may decline to write a letter of recommendation or report it in a letter. A teacher may also rescind a recommendation after it has been sent.**
- **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 Cope Academic Integrity Policy**. Occurrences at this level include 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). Other occurrences at this level include, but are not limited to, clearly premeditated cheating; involvement in cheating conspiracies; involvement in blatant or extensive plagiarism or cheating beyond that of a Level 2; distributing unauthorized papers or projects to other students; Air-Dropping and/or mass sharing or distribution of exam/quiz material to other students; theft of assessment, instructional or administrative materials; receiving payment or paying for unauthorized papers or projects; and 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:

- **Exclusion from extra/co curricular activities, including disqualification from all ASB activities and athletic teams for 45 school days.**

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 Cope Administration within 5 days of the initial consequence.

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