

CENTRAL HIGH SCHOOL ACADEMIC INTEGRITY POLICY

In Central Unified School District, we value character, leadership, innovation and continuous improvement and have the belief that every student can learn. It is our vision that all students will be prepared for success in college, career and/or community. To accomplish this, our mission is to engage every student in rigorous, relevant, standards-based instruction in every classroom, every day, to ensure student learning.

The Secondary Faculty members in Central Unified School District hold students to a high standard of Academic Integrity, in preparation for success in Career, College and Community. It is our belief that in holding to and instructing students of these high expectations, we strongly demonstrate that we value character in our students and strive for integrity and honesty in all of their actions. By requiring Academic Integrity, students will develop strong work ethics and take ownership of their learning and how they prepare for and demonstrate mastery of the standards taught.

Student Academic Integrity Expectations

When providing demonstration of mastery, it is our expectation that students present original, authentic and individual examples of learning. To do anything less or present the original work of others, whether classmates, Internet sources, or printed work, as examples, would represent a failure to meet our expectations for Academic Integrity. Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work will result in consequences which increase in severity with each offense.

Responsibilities of Students, Parents, Teachers, and Administrators

The student is expected to uphold the spirit and the letter of this policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. No assignment is exempted from this policy.

The parent is expected to adopt and uphold the spirit and the letter of this policy by reviewing it with his or her student and encouraging the student to practice academic honesty throughout the student's years in high school.

The teacher is expected to review with the students the policy of academic integrity at the beginning of each semester and other times during the year as he or she deems it appropriate. The teacher is also expected to enforce the policy in all instances of academic dishonesty following the process as outlined below.

The administrator is expected to support the spirit of academic honesty with students, parents, counselors, teachers and other staff members in conferences and in each classroom. Disciplinary action taken with students concerning the Academic Integrity Policy will follow the process as outlined below.

Procedure if misconduct is suspected: When a teacher or staff member has reason to believe that academic misconduct has occurred the following procedure will be followed:

- The teacher/staff member will investigate the alleged misconduct with the student(s) by providing the student with a written or verbal description of the academic misconduct.
- The student has the opportunity to present his/her perspective of the alleged misconduct either verbally or in writing
- The teacher/staff member will communicate the outcome of his/her investigation to the student, vice-principal, and parent
- If it is determined that misconduct has occurred, the appropriate consequences will be assigned based on the protocol below.

OR –

- If several students are involved in the infraction and the teacher does not have the capacity to perform a comprehensive investigation or other criteria warrant a broader investigation of the charge, the teacher, in consultation with the University Vice Principal, will work together to conduct the investigation.

Level I Violation includes, but is not limited to:

- Looking at another student's test, answer sheet, or other materials
- Using notes, technological devices, aids, or another student's assistance to complete a test, a project or other assignment in a way other than that expressly permitted by the teacher.
- Talking during a test, exam or quiz. The teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered academic dishonesty
- Copying work assigned to be done independently, or allowing someone else to copy your own or another's work, including computer-generated information and programs
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source for a paper, or for research
- Allowing another student to copy from a test, homework, or another course work-which is not intended to be collaborative in nature
- Giving or receiving test information to or from students in other periods of the same teacher or same course

NOTE: Since individual teachers have differing expectations for homework (for instance, some teachers encourage students to work together, while others may expect students to complete assignments independently at home), it is the responsibility of teachers to clarify their expectations to students.

Level II Violation include, but not limited to:

- Submitting papers taken from the internet, other publications, or other students
- Submitting individual projects and papers that are not wholly your own work
- Tampering with, falsifying, or forging signatures on school documents
- Distributing unauthorized papers or projects to other students
- Making deliberately deceptive phone calls to the attendance office/school officials;

Level III Violation include, but are not limited to:

- Stealing examinations, projects or assignments
- Receiving payment or paying for unauthorized papers or projects
- Altering grades on a computer database, gradebook, or returned work
- Tampering with an instructor's records of attendance, grades or scores

Violations are cumulative throughout the student's enrollment at High school program in Central Unified, regardless of campus or gaps in enrollment.

ACADEMIC INTEGRITY VIOLATION CONSEQUENCES

1st Offense at Level I	2nd Offense at Level I; or, 1st Offense at Level II	3rd Offense at Level I; or, a combination of a Level I and a Level II Offenses; or 1st Offense at Level III
<ol style="list-style-type: none"> 1. Student may receive a zero for the assignment /project/ assessment 2. Teacher notifies the parent (via both email and phone call) 3. Teacher notifies the administrator via Step and email 4. Administrator logs first offense in discipline file and teacher reviews Academic Integrity Contract 5. Detentions may be assigned depending on the severity of the offense 6. Student will complete a restorative project/ academic integrity policy assignment in lunch RC prior to returning to the class where the offense took place. 	<ol style="list-style-type: none"> 1. Student receives a zero for the assignment /project/ assessment 2. Teacher notifies the parent (via both email and phone call) 3. Teacher notifies administrator via Step and email 4. Administrator logs offense in discipline file and assigns possible detention or suspension 5. Meeting between Administrator, teacher, parent/guardian, and the student is arranged 6. Academic Integrity Contract is reviewed 7. Student will participate in a Restorative project/ academic integrity policy assignment in lunch RC prior to returning to the class where the offense took place 8. Possible loss of school privileges (sports, dances, activities) 9. The student becomes ineligible for California Scholarship Federation or other “academic” awards 	<ol style="list-style-type: none"> 1. Student receives a zero for the assignment/ project/ assessment if applicable 2. Teacher notifies the parent (via email and phone call) 3. Teacher notifies administrator via step and email 4. Administrator logs offense in discipline file, and issues a suspension 5. Meeting between administrator, teacher, parent/guardian, and the student is arranged 6. Academic Integrity Contract is reviewed 7. Student will complete an AIP assignment in lunch RC prior to returning to the class where the offense took place. 8. Loss of school privileges (sports, dances/prom, activities) 9. Student becomes ineligible for California Scholarship Federation or other “academic” awards and may lose the privilege to participate in the graduation ceremony. 10. If applicable, student may lose valedictorian status even if the GPA is 4.0 or higher.

MEMORANDUM OF UNDERSTANDING (MOU)



CHS ACADEMIC INTEGRITY



STUDENT NAME _____ ID# _____ GRADE _____

UNIVERSITY _____ DATE _____

(STUDENT)

I, _____, have read the Central High School Academic Integrity Policy and understand that there are three levels of academic integrity violations that result in Level I, Level II and Level III consequences. I also understand that should I violate the Academic Integrity Policy, consequences will be issued which may result in suspension. In addition, a restorative project will be assigned at all three levels. Depending on the severity of the offense, I may be subject to a loss of privileges, and I may become ineligible for CSF, academic awards, and valedictorian status. There is also a possibility that I could lose the privilege to participate in the graduation ceremony.

Student's Signature

Date