Academic Integrity Policy (AIP)

Terra Linda High School advocates academic honesty as an integral component in fostering self-respect, achievement and positive relationships among all school stakeholders. The Expected School-wide Learning Results (ESLR) states that TLHS will prepare its graduates to be *Responsible Community Participants*. This ESLR is further defined as students *choosing ethical courses of action based on integrity and honesty*. The Terra Linda High School staff holds its students to high standards in ethical behavior as well as scholarship.

While there can be a variety of pressures or temptations for students to consider cheating or plagiarism, including time constraints, parental expectations, and peer pressure, none of these or other pressures justifies either behavior. The Terra Linda staff values positive learning experiences and declares that cheating and plagiarism violate the core principal of responsible participation within our academic community by breaking down trust between all stakeholders.

Definitions of Academic Misconduct

Misconduct subject to penalty includes, but is not limited to the following offenses:
Cheating is a form of academic dishonesty in which an individual undermines the integrity of an assignment or exam.

Examples of cheating include, but are not limited to, the following:

- Copying an assignment or test
- Allowing others to copy an assignment or test
- Giving or receiving test information
- Using unauthorized resources during an assignment
- Submitting the same assignment or presentation more than once
- Working on and/or completing an assignment collaboratively without teacher authorization
- Unauthorized communication during a test
- Inappropriate use of technology (including programmable calculators, cell phones etc. during a test
- Unauthorized use of notes etc during a test
- Changing answers after the test is returned
- Changing or altering a grade on an official document
- Stealing tests or answer keys

Plagiarism is a form of academic dishonesty in which an individual submits or presents the work of another person as his or her own.

Plagiarism exists when:

- There is no recognition given to the original author for phrases, sentences, and ideas of the author incorporated in a paper or project.
- A portion of a document is copied from an author, or composed by another person, and presented as original work.

Examples of plagiarism include, but are not limited to, the following:

- Presenting another author's entire work as your own.
- Copying a summary from another source and incorporating it into your work.
- Submitting an essay or story written by another student as your own.
- Using another author's sentences or phrases without using quotations and/or citing your source.

Consequences and Procedures

First Offense*

- Teacher assigns a "0" for the assignment and may deduct points also for related assignments
- Teacher/student conference
- Teacher calls parent/guardian within 24 hours
- Teacher informs student's other teachers and counselors of the cheating
- Teacher writes a referral to administration
- Student is not allowed to make-up or re-do assignment on which he/she cheated/plagiarized
- Student may be suspended from class for 1 or 2 days and may not make up missed work
- Administration records cheating on discipline record
- Administration records incident in an Academic Integrity File which is available to all certificated staff
- Cheating/plagiarism will be a factor in consideration and eligibility for awards, honors, organizations and scholarships

  * A first offense such as stealing a test, submitting a major project that is plagiarized or one that the teacher and administrator deem to be major will be treated as a second offense.

Second Offense

- Teacher assigns a "0" to the assignment and may deduct points also for related assignments
- Teacher refers student to office
- Administration suspends student from 1 to 5 days with no make up work allowed, and may remove student from class with an "F"
- Administration records incident on Discipline screen and in Academic Integrity File
- Administration informs student's other teachers and counselors
- Student will be removed from extracurricular activities for a week
- Teachers and administration decline to write letters of recommendation
- Previously written letters of recommendation are rescinded and notification of unethical conduct is sent to colleges
- Cheating/plagiarism will be a factor in consideration and eligibility for awards, honors, organizations and scholarships

Repeat Offenses

- See Second Offense which will include:
- Student will be removed from Leadership class, Link Crew, and Sports for the remainder of the school year.

Cheating offenses are cumulative over the student's four years at TL, starting with freshman year.

Responsibilities of Stakeholders
All members of the school community (students, faculty, parents, and administration) have a responsibility to ensure that scholastic honesty is maintained.

Administration Responsibilities

- Support the school's guidelines regarding the Academic Integrity Policy
- Promptly deal with referred students to reinforce the seriousness of the incident
- Record infractions in the school database as well as the Academic Integrity File
- Communicate with faculty member and parents (on second incident)
- Secure tests that are administered in the office

Teacher Responsibilities

♦ Support the school's guidelines regarding the Academic Integrity Policy
♦ Make the classroom policy known to all students and parents
♦ Teach and explain what constitutes cheating/plagiarism and how to use appropriate sourcing
♦ Be specific as to whether work is to be cooperative or individual
♦ Prepare students for tests by teaching what they will be tested on
♦ Set and discuss rules for test taking
♦ Do not let students out of class during a test, quiz or final
♦ Do not let students have additional time the next day to finish a test. Students must finish the test in one day. If 504 or IEP stipulates additional time, then student must finish test in one sitting
♦ Make assigned work meaningful and relevant
♦ Change tests from year to year
♦ Don't hand back tests if they are to be reused
♦ Realize that if they buy tests or get them online, the students have access to the tests
♦ Secure all tests, grade books and marked documents
♦ Students put test number on their answer sheets
♦ Number all tests. Don't let students out of the room if a test is missing
♦ Students put test number on their answer sheets
♦ Students put backpacks, electronic devices and everything else (including water bottles) under the desk
♦ Carefully proctor tests by walking around the room and watching students as they test
♦ Read student work – don't just give them credit for doing it

Student Responsibilities

♦ Support the school's guidelines regarding the Academic Integrity Policy
♦ Attend class regularly and participate
♦ Learn how to attribute work properly by citation, footnote and bibliography
♦ Protect work done – do not lend or borrow homework
♦ When working on homework or packets with another student, make sure your answers are your own thoughts and words
♦ Observe test time limits
♦ Attend class on test days
♦ Don't look at another student's test or allow your test to be seen
♦ Do not talk during a test or about the test, until all classes have had a chance to take it
♦ Do not change a test item in any way when the test is returned for review
♦ Do not change another student's test while correcting it
♦ Do not allow one member of a team to do most or the whole task

It is the student's responsibility to read and understand the Academic Integrity policy

Parent Responsibilities

♦ Support the school's guidelines regarding the Academic Integrity Policy
♦ Be aware of a student's need for a quiet time and place to study. Every student needs to study.
♦ Stay interested in student's work. Ask to see it
♦ Provide a consequence to student when caught cheating/plagiarizing

Acknowledgement

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