



Academic Honesty Policy

St. Helena High School

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St. Helena High School's Commitment to Academic Integrity

St. Helena High 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 that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced 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. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

Definition of Academic Dishonesty

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz/homework assignment, or using or providing unauthorized materials during an exam/test/quiz/homework assignment, and other acts, such as the theft or falsification of records and files.

Forms of Academic Dishonesty (examples include, but are not limited to, the following):

- Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research
- Using the views, opinions, or insights of others without proper acknowledgement
- Using any kind of "cheat notes" during an exam, test, or quiz
- Submitting a piece of work written by you for another class
- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Having unauthorized access to or using stolen exams, tests, or quizzes
- Providing or selling exam, test, or quiz information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Lying about attendance or ability to complete assignments and/or assessments
- Lying about other people being responsible for low grades or missing scores/assignments
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Fabricating or altering laboratory data
- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only
- Alteration or falsification, or attempted alteration/falsification, of records (e.g., transcripts)
- Theft, or attempted theft, of records or testing materials (exams/tests/quizzes)

Teacher's Professional Judgment

A teacher's professional judgment guides the implementation of the St. Helena High School Academic Honesty Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the St. Helena High School Academic Honesty Policy.

Consequences for Violations

St. Helena High School considers violations of its Academic Honesty Policy to be a serious offense and has therefore instituted the following consequences. The consequences apply on a school-wide basis, i.e., a violation in one class follows a student to a different class within the school. Additionally, violations of St. Helena High School's Academic Honesty Policy are **cumulative**, meaning they remain on the student's record for all the years the student is enrolled at St. Helena High School.

First Offense

- The student will have a reduction in grade/credit (up to, and including, an F grade/0 credit) on the assignment, exam, test, or quiz based on the teacher's grading system. The student's semester grade may, at the teacher's discretion, be lowered by one full letter grade.
- The teacher will confer with the student and contact the parent/guardian by phone or email to review the academic dishonesty incident within two school days of becoming aware of the incident.
- The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the student and the counselor, and document the incident/follow-up action in Aeries.
- Disciplinary actions may include, but are not limited to, a warning and a signed student/parental statement that acknowledges the violation/penalty, and indicates an understanding of further consequences for any subsequent offenses. Additionally, a student will be suspended from school, even on a first offense, in accordance with Education Code Section 48900, if a violation has occurred in the following areas:
 - Alteration or falsification, or attempted alteration/falsification, of records (e.g., transcripts); or
 - Theft, or attempted theft, of records or testing materials (exams/tests/quizzes)
- The student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, or other extracurricular activity for a period of one year from date of the violation.

Second Offense

Consequences listed in the First Offense and **one or more** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Aeries.
- The student will be given an F for the six-week grading period in which the incident occurred.
- The student will be dropped from the class with a grade of F.
- The student will be suspended from school.

Appeals Process

Students wishing to contest decisions resulting from the administration of the St. Helena High School Academic Honesty Policy may submit their appeals in writing to the principal.

SHARED RESPONSIBILITY FOR ACADEMIC HONESTY

Administrators, teachers, parents and students must understand, accept, and share responsibilities if this policy is to be effective.

STUDENT RESPONSIBILITIES

The student will:

- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work—do not lend or borrow work
- not look at another's test or allow his or her test to be seen
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as his or her own the work of a parent, brother, sister, or anyone else
- not change a test item in any way when the test is returned for review
- not allow one member of a team to do the whole task
- learn how to attribute work properly by citation, footnote, and bibliography
- not enter teacher offices and other restricted areas without permission and/or being accompanied by a staff person

PARENTAL RESPONSIBILITIES

The parent will:

- communicate to the student values of moral and ethical behavior

- refrain from placing undue pressure for high grades
- be aware of a student's need for a quiet time and a place to study
- support the student's efforts, but not edit, type, or in any other way do the work
- encourage wise use of time

TEACHER RESPONSIBILITIES

The teacher will:

- review at the beginning of the school year the St. Helena High School Academic Honesty Policy along with their course descriptions/syllabi that spell out clearly the consequences for academic dishonesty in their classes; review the various examples and forms of academic dishonesty that should be avoided
- be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work"
- keep completed assignments and tests secure
- inform students if unannounced tests will be used in the course
- ensure that grades in the grade book are private and safe; not allow teaching assistants (TAs) to make or maintain grade entries

ADMINISTRATOR RESPONSIBILITIES

The administrator will:

- provide copies of the St. Helena High School Academic Honesty Policy to all teachers for distribution to students
- support teachers in administering discipline and upholding the St. Helena High School Academic Honesty Policy
- record incident/follow-up action in Aeries; inform teachers about outcome of the referral
- facilitate conferences and counsel students in every case of academic dishonesty
- communicate with teachers about students who have prior violations
- collaborate with teachers in maintaining a secure digital and physical environment
- review and resolve appeals
- ensure that grades in the grade book are private and safe; not allow teaching assistants (TAs) to make or maintain grade entries.

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ACADEMIC HONESTY PLEDGE

Student Name

Please review the St. Helena High School Academic Honesty Policy with your student, sign the form below, and have your student sign and return it to the high school office.

I understand the responsibilities and consequences outlined in the St. Helena High School Academic Honesty Policy.

Student Signature

Date

Parent Signature

Date