

Golden Valley High School

Academic Integrity Policy

The well being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, students are expected to attend Golden Valley ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success at Golden Valley where the student must engage in an honest and integral pursuit of knowledge. Academic integrity requires that students produce work that is their own work. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess.

Academic Dishonesty

The following actions are reflective of academic dishonesty and are subject to disciplinary action by teacher, school, and/or district. Some offenses may require local authorities and will be used if and when necessary.

- Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work;
- Using notes, 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. Unless otherwise directed by the teacher, students should accomplish all assignments individually;
- Looking at another student's test, answer sheet, or other materials;
- Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating;
- Copying from or allowing another student to copy from a test, homework, or other course work-which is not intended to be collaborative in nature;
- Tampering with an instructor's records of grades or scores;
- Abusing the privilege of technology access as stated in the WSHUHSD Board Policy 6163.4
- Plagiarizing materials; that is taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page appended at the end of the assignment, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text.

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 the philosophical wholesomeness of this policy and uphold the spirit and the letter of it by reviewing it with his or her student and encouraging the student to practice academic integrity throughout the student's years at Golden Valley 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 integrity 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 .

Responding to Academic Dishonesty

Corrective action is administered by school personnel in a progressive manner--that is, the action taken correlates in degree with the seriousness of the misconduct and/or the disciplinary history of the student.

The consequences for academic dishonesty must be greater than simply not completing the assignment, project, test, etc.

The minimum consequence for academic dishonesty is no credit for the assignment or test, the student's Semester employability grade negatively impacted, and parent/guardian notification. At a teacher's discretion, a student may recover partial credit for an assignment by redoing the assignment within a time period established by the teacher.

Offenses are cumulative throughout the curriculum, not isolated to one course. For example, an infraction in English would qualify as the first offense, a subsequent offense in social studies constitutes a second offense and an additional offense in math would be the third offense.

It should be noted that academic integrity is one of the criteria for recipient of any academic award. A student involved in deliberate violation of the academic integrity policy will be excluded from these honors.

Academic Dishonesty Complaint Procedures

Investigation

- Determine that it is reasonable to believe that a violation of the academic integrity policy has occurred
- Complete a referral describing the student action and supporting facts for the existence of a violation.

Accusation

- Teacher, AP, Dept. Chair and/or staff member meet with student and presents referral.
- Teacher contacts the parent/ guardian to communicate the incident and review the policy. Possible consequences may be discussed.
- Student has an opportunity to respond to the accusation.

Referral to Administrator

- Administrator reviews referral and student's discipline folder to determine if additional action is warranted such as detention, Saturday School, In/Out of School Suspension, etc.
- Completed referrals must be placed in a student's discipline folder.
- All disciplinary information will be recorded into student's electronic file.
- Parent/guardian will be notified that an academic dishonesty incident has been placed in a student's folder.

Appeals

If a student is found in violation of the Golden Valley High School Academic Integrity Policy they may appeal.

1. Submit a letter of appeal with rationale for appeal to the principal within three school days of being notified of consequences rendered.
2. Principal will respond to appeal within two school days.