

Red Bluff High School Academic Integrity Policy

Red Bluff High School District's Mission is to create an atmosphere where all stakeholders (students, parents, community, and staff) are accountable, enthusiastic, and committed. For this reason, academic honesty is essential. This policy is established to ensure that all stakeholders know their responsibilities in order to maintain the integrity of our schools.

Academic Integrity Defined:

Academic integrity means:

- Personal truthfulness
- Intellectual honesty
- Learning and education
- Respecting intellectual property (crediting others' ideas)

Honesty, trust and integrity are essential components of education. The school believes that academic honesty and personal integrity are key components of a student's education and character development. The school expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Teachers have a responsibility to emphasize the values of academic integrity. Teachers should proctor exams, quizzes and tests. Teachers should explain to students when collaboration is and is not appropriate on specific assignments completed inside and outside of class and should teach students what plagiarism is and how to properly use and cite primary and secondary sources.

All stakeholders including students and families should understand and act upon the values of academic integrity and should encourage the highest standards of academic behavior from themselves and their peers. Therefore, all work completed for a class should be original work created for the assignment by the student submitting the work.

Academic Dishonesty Defined:

Academic dishonesty extends beyond plagiarism to include lying, cheating, and falsification as well as procuring, using or providing unauthorized materials.

Forms of academic dishonesty include, but are not limited to:

- Looking at someone else's work or allowing them to look at your work, whether on an assignment or assessment.
- Presenting another's work or ideas as your own or allowing someone to present your work or ideas as their own.
- Taking shortcuts to skip steps in completing an assignment or assessment.
 - This may include: reading SparkNotes instead of the text, finding answers without computation, fabricating or altering laboratory data, using translation applications, etc.

- Using any materials or devices to help during a test without approval (written notes, cell phones, calculators, etc.).
- Stealing or helping to steal any tests, work or teacher answer documents.
- Sharing or receiving test information in any form, to or from other students.
 - This can include communicating during a test with other students or sharing questions and/or answers between students in another period or from previous school years.
- Attempting to modify grade by altering corrections or scores, either for you or others.
- Missing class so as to avoid turning in an assignment or taking a test.
- Lying or deception about completion or submission of work.
- Lying to the teacher in order to get more time, credit or leniency in the grading of an assignment, project or exam.
- Doing more or less than your share on a group project without teacher approval.
- Copying or closely paraphrasing sentences, phrases, passages or images without properly citing the source.

Procedures and Consequences:

When a student has been suspected of violating the Academic Integrity Policy, the teacher will:

- Investigate the incident
- Conference with the student
- Notify parents or guardians
- Refer the incident to administration

The professional judgment of teachers and administrators will determine whether a student has violated the Red Bluff High School Academic Integrity Policy. When it is deemed that a violation has occurred, consequences may include but are not limited to:

- Parent/ teacher conference
- Student receives a zero on the assignment or assessment
- Student's overall grade lowered
- Student denied a letter of recommendation from teachers
- Incident recorded in student record system
- Extracurricular supervisors and sport coaches notified
- A discipline referral to administration with appropriate consequences issued
- Student subject to in-school or out of school suspension
- Student suspended or excluded from extracurricular activities including removal from ASB office and /or disqualification from California Scholastic Federation