

Woodside High School, 199 Churchill Avenue, Woodside, Ca 94062

Academic Integrity Policy¹

Approved by SSC/SDMC 1-12-04

Philosophy and Purpose

The Mission and Expected Schoolwide Learning Results of Woodside High School advocate high standards in ethical behavior as well as scholarship. Academic honesty is an integral component in fostering self-respect, achievement and positive relationships among all stakeholders in our school community. Our Academic Integrity Policy is intended to clarify the expectations we have for all students to maintain an ethical climate at Woodside that values honesty, effort and respect for others. This policy also delineates the consequences for students if they do not meet these expectations.

While there can be a variety of pressures or temptations for students to consider cheating or plagiarism, including time constraints, parental expectations, the actions of peers and poor preparation for exams, none of these pressures justifies either behavior. The staff at Woodside values learning above grades and strives to communicate to students that their best effort is what we expect. Cheating in any form detracts from the value and purpose of education.

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 assessment.
- Submitting the same assignment or presentation more than once.
- Working on and/or completing an assignment collaboratively without teacher authorization.

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.

¹ Woodside High School Academic Integrity Policy Webpage May 31, 2006.
<http://www.woodsidehs.org/acadintegpoli.htm>

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.

The teacher's professional judgment will determine whether or not a student has cheated or plagiarized. It is the responsibility of the student to avoid any action or situation that may cause teachers to believe this policy has been violated.

Consequences and Procedures

1. For any violation, automatic consequences include the following:

- Teacher will assign a failing grade for the assignment.
- Teacher initiates parent/guardian contact.
- Teacher will inform the student's other teachers and counselors of the student's behavior.
- Teacher will write a referral to the appropriate AVP.
- AVP's office will document the referral and inform the teacher of any previous violations on file.

2. Consequences for repeat or severe violations may also include the following:

Note – in these cases the instructor will consult with the department chairperson and the AVP to determine an appropriate course of action. The normal appeal process for disciplinary issues will still be in effect. Any of the following actions require the approval of the administrator, teacher, and department chairperson. The parents will be notified, and the action will be documented in an Academic Integrity Policy file, as well as the student's discipline file. The file will be consulted prior to resolving any severe case to facilitate consistent enforcement of the policy. The AIP file will be available to certificated staff.

- Suspension and/or removal from class.
- Suspension from school (including extra-curricular activities).
- Departmental refusal to provide letters of recommendation
- Rescindment (by original writer) of previously written letters of recommendation or notification of unethical academic conduct sent to prospective colleges.

*** We wish to give credit to the academic honesty policies of University of British Columbia and Palo Alto High School for some of the ideas contained in this document.*