**Rosemead High School Academic Integrity Policy**

*The purpose of the Rosemead High School Academic Integrity Policy is to encourage students to develop positive standards of behavior that will equip them to succeed in life beyond high school. By developing honest, responsible students, this policy hopes to foster skills that will help students avoid the dire consequences associated with cheating and plagiarism in life.*

**Definition of Academic Integrity**

Academic Integrity is defined as behavior that is consistent with moral and ethical academic standards. Such behavior as completing work independently and on time, proper documentation of research in reports, paying attention in class, working cooperatively within a group, refraining from copying other people’s ideas and work, or discouraging others to engage in this type of behavior are all examples of academic integrity. Below are areas that all students agree to uphold when signing the Academic Integrity Policy Agreement:

I will​:

❖ set aside sufficient time to study.

❖ participate actively in class and attend regularly

❖ protect work – do not lend or borrow

❖ not look at another’s test or allow his or her test to be seen

❖ not talk during a test or about a test until all classes have had a chance to take the test

❖ not represent the work of anyone else as his or her own

❖ not change a test item in any way when the test is returned for review

❖ learn how to attribute work properly by citation, footnote, and bibliography

❖ not enter teacher office/classroom and other restricted areas without permission

**Definition of Academic Dishonesty**

Academic Dishonesty is defined as behavior that is not consistent with moral and ethical academic standards. Such behavior as plagiarism, cheating or copying the work of another, using technology for illicit or illegal purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination are all examples of academic dishonesty.

***More Specific Forms of Academic Dishonesty include:***

❖ looking at someone else’ work product, or knowingly allowing someone else to look at one’s work product during an exam, test, or quiz

❖ using any kind of “cheat notes” during an exam, test, or quiz

❖ having access to or using stolen exams, tests, or quizzes

❖ providing or selling exam, test, or quiz information to other students

❖ using an electronic device 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

❖ claiming credit for work in a group project when work was done by others

❖ fabricating or altering laboratory data

❖ accessing and/or using copyrighted test bank questions or any materials designed for teacher use only

❖ attempting to misrepresent the authorship of student work, (i.e. having someone else write a paper)

❖ copying or closely paraphrasing sentences, phrases, or passages from un-cited source while writing a paper or doing research

❖ using views, opinions, or insights of others without proper acknowledgement

**Definition of Plagiarism**

Plagiarism is to commit LITERARY THEFT; to steal and pass off as your own ideas or words, the words and/or ideas of another, without giving the original author credit. When you use someone else’s words or ideas, you must give them credit by citing the source within your writing. Even if you revise or paraphrase the words or ideas of someone else, you must still give the original person credit through a citation. Failure to properly cite sources is considered plagiarism and will not be tolerated at Rosemead High School.

**Teacher’s Judgment**

A teacher’s professional judgment guides the RHS Academic Integrity 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 responsible manner and not give the teacher cause to consider their actions as a violation of the RHS Academic Integrity Policy.

**Student Appeal Process**

Students wishing to contest decisions resulting from the administration of the RHS Academic Integrity Policy may submit their appeals in writing to the principal. The principal will then create an appeal panel to include one teacher, one student, one counselor, and one staff member. This panel will review the appeal to determine its merits and validity. Once this review is complete, the panel will vote on the outcome of the appeal. A majority vote will determine whether consequences will be taken or if the appeal is upheld.

**EVERYONE IS RESPONSIBLE FOR ACADEMIC INTEGRITY**

**CONSEQUENCES FOR VIOLATION OF ACADEMIC INTEGRITY POLICY**

When a teacher determines that a student has committed an act of academic dishonesty, the teacher shall submit an academic integrity policy referral to the student’s counselor which will be documented and placed in the students’ cumulative file. The counselor will report the violation to the student’s parents either by phone or

email. Depending on the severity of the offense and the number of previous offenses, detention, suspension, or expulsion may be warranted. A list of possible consequences is found below.

There are two distinct categories of offenses outlined in the RHS Academic Integrity Policy: copying someone else’s homework or classwork which is considered a minor offense compared with cheating on an exam, test, or quiz and plagiarizing a paper, essay, lab report, etc. which is considered a major offense.

**THE FOLLOWING APPLIES FOR THE ENTIRE FOUR (4) YEARS YOU ARE IN EMUHSD:**

Offense Consequence

1st Zero on assignment

Unsatisfactory citizenship grade

Notification to counselor via referral

Attend 60-minute lunch integrity workshop (infraction of AIP removed)

Parent notification

2nd Zero on assignment

Unsatisfactory citizenship grade

Notification to counselor via referral

Attend 60-minute lunch integrity workshop (infraction of AIP NOT

removed)

Saturday detention assigned by counselor

Parent/Teacher Conference

3rd Zero on assignment

Unsatisfactory citizenship grade

Notification to counselor via referral

Attend 60-minute lunch integrity workshop (infraction of AIP NOT

removed)

Saturday detention assigned by counselor

Parent/Teacher Conference with an administrator

4th Zero on assignment

Unsatisfactory citizenship grade

Notification to counselor via referral

Attend 60-minute lunch integrity workshop (infraction of AIP NOT

removed)

Notice added to students’ Cum File

**Rosemead High School**

**Academic Integrity Agreement**

I (student name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student identification number)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

have read, and it has been explained to me, the academic integrity policy of Rosemead High School. I will not engage in copying, cheating or plagiarism, nor will I allow others to copy, cheat, or plagiarize my work. I will not solicit others to complete my academic work for me, take credit for work I did not complete, nor purchase materials that are the work of others. I understand that copying, cheating, and plagiarism violates the Rosemead High School Academic Integrity Policy.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I (parent/guardian name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand the consequences outlined in the Rosemead High School Academic Integrity Policy and I am aware that this acknowledgement will be kept in my student’s cumulative academic file.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_