

ACADEMIC INTEGRITY

Statement of Philosophy

The primary goal of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. Lincoln High School is committed to reinforcing the values of our democratic society, teaching citizenship and providing an environment conducive to ethical behavior. We strive to maintain a climate in which honesty, courtesy, consideration, integrity and a concern for others are highly valued.

Academic dishonesty is an assault upon the basic integrity and meaning of an educational institution. Cheating, plagiarism, and collusion in dishonest activities are serious acts, which erode an institution's educational role and deny the value of education not only for the perpetrators, but also for the entire community. It is expected that Lincoln High School students will understand and subscribe to the idea of academic integrity and will bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. In turn students will gain new information and insights, and increase their capacity to think, reason and solve problems.

The fundamental purpose of this policy is to emphasize that any act of academic dishonesty attempted by any Lincoln High School student is unacceptable and will not be tolerated. Consequences for any form of academic dishonesty are severe. They are school-wide and cumulative for all of the years a student attends Lincoln HS in a student's second year. Level 1 first offenses for students new to Lincoln High School will be wiped clean from our student records at the end of the school year. Any subsequent Level 1 offenses and any Level 2 offenses in the first year will remain on the record and follow the student into his/her future years. The teacher's professional judgment will determine whether an act of academic dishonesty has occurred. Students are reminded not to give the instructor cause to consider their actions in violation of this policy.

The following list delineates a variety of methods of cheating.

LEVEL 1

Cheating: Cheating is the unauthorized use of study guides or another person's work, research, information in any academic exercise. Cheating includes but is not limited to:

- Letting someone else see one's own or another's paper during an examination, test or quiz.
- Looking at someone else's paper during an examination, test or quiz.
- Using unauthorized notes of any kind during an examination, test or quiz.
- Talking, texting with another student or using any unauthorized electronic device during an examination, test or quiz.
- Tampering with an examination after it has been corrected, then returning it for more credit than deserved.
- Allowing others to do the research and writing of an assigned paper.
- Copying work that was assigned to be done independently, or allowing someone else to copy one's own or another's work.
- Giving test information to other students in other periods of the same course.
- Fabricating or altering laboratory data.
- Unauthorized collaborating on an academic assignment.
- Erasing a student's name on an assignment such as a worksheet or math homework assignment, replacing it with one's own name and turning it in as one's own work.

In some courses, teachers may announce that it is allowed for students to work together. In such cases, all students should write up their work independently of one another, unless the teacher has given explicit approval to a common write-up. Students should always write on their paper the names of the other students with whom they have collaborated.

Plagiarism: Plagiarism is academic theft. It refers to the use of another's ideas or words without proper attribution or credit. An author's work is his/her property and should be respected by documentation. Credit must be given:

- For every direct quotation.
- When a work is paraphrased or summarized in whole or in part in your own words.
- For information which is not common knowledge, i.e. it appears in several sources about the subject.
- Digital images, sounds and film clips.

Collusion: Any student who knowingly or intentionally helps another student to perform any of the above acts of cheating or plagiarism, for which the primary objective is academic dishonesty, is subject to discipline for academic dishonesty. There is NO distinction between those who cheat and plagiarize and those who willingly allow it to occur.

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Disciplinary Procedures for Cheating and Plagiarism

1st	Occurrence	<p>Student receives a zero on the assignment Teacher notifies student, parent and administrator 1 day on-campus suspension Student is counseled to find acceptable ways to meet course obligations</p>
2nd	Occurrence in any class	<p>Student receives a zero on the assignment Teacher notifies student, parent and administrator 1 - 3 days suspension Student is ineligible for California Scholastic Federation (CSF) Suspension and cause are reported to colleges when information about suspension is requested Student is counseled to find acceptable ways to meet course obligations</p>
3rd	Occurrence in any class	<p>Student receives a zero on the assignment Teacher notifies student, parent and administrator 5 days suspension Student receives 50% of the points earned for that quarter as his/her final quarter grade Student is ineligible for California Scholastic Federation (CSF) Suspension and cause are reported to colleges in the school report when information about suspension is requested Student is counseled to find acceptable ways to meet course obligations</p>
4th	Occurrence in any class OR 3rd occurrence in the same class	<p>Teacher notifies student, parent and administrator Student is dropped from the class 5 days suspension Student receives a grade of "F" for the semester Student is ineligible for California Scholastic Federation (CSF) Suspension and cause are reported to colleges in the school report when information about suspension is requested</p>

Consequences for Level 1 Offenses reset after one (1) full school-year probationary period without a level 1 offense.

LEVEL 2

Obtaining an Unfair Advantage:

- Stealing, reproducing, circulating or otherwise gaining access to exam, test or quiz materials prior to the time authorized by the instructor.
- Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use.
- Retaining, possessing, using or circulating previously given assessment materials, when those materials clearly indicate that they are to be returned to the instructor at the conclusion of the assessment.
- Intentionally obstructing or interfering with another student's academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Turning in a complete essay, presentation or creative work written or created by another person.

Collusion: Any student who knowingly or intentionally helps another student to perform any of the above acts or obtaining an unfair advantage for which the primary objective is academic dishonesty is subject to discipline for academic dishonesty. There is NO distinction between those who cheat and plagiarize and those who willingly allow it to occur.

Disciplinary Procedures for Obtaining an Unfair Advantage (cumulative all four years)

1st	Occurrence	<p>Student receives a zero on the assignment Teacher notifies student, parent and administrator 3 days suspension Student is ineligible for California Scholastic Federation (CSF) Suspension and cause are reported to colleges in the school report when information about suspension is requested</p>
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2nd Occurrence in any class

- Teacher notifies student, parent and administrator
- Student is dropped from the class
- 5 day suspension
- Student receives a grade of "F" for the semester
- Student is ineligible for California Scholastic Federation (CSF)
- Suspension and cause are reported to colleges in the school report when information about suspension is requested

A student who commits a Level 2 offense and violates this policy again in the same class will receive a W-F for the semester and be assigned either to study hall or the Academic Support Center for the remainder of the semester.

Teacher Responsibilities

- Make the school policy and your classroom policy known to all students. Be specific about your expectations for tests, papers and homework.
- Remind students of the policy and the consequences associated with it prior to giving any assessment by reading the following script:

"The LHS Academic Integrity Policy is intended to establish high standards of honesty and ethical behavior among our students. It applies to every homework assignment, project, quiz and test you take – including this one. Any act of academic dishonesty, including cheating, plagiarism, obtaining an unfair advantage or collusion, is unacceptable and will not be tolerated. Keep in mind the severe school-wide consequences that are in place. Be sure your backpacks, purses, etc are away from your desks, and your desktops are clear of all things except those things for which I have given you permission."

- Be fair to all students: test on test days; prepare students for and give notice of tests; be available to students before work is due.
- Secure the test environment by expecting that all backpacks, purses, etc should be moved away from desks.
- Provide constant supervision during testing periods. Actively proctor your test activity.
- Deal with students privately. Protect the student's right to confidentiality at all times.
- Keep all assessments in a secure location in which students cannot gain access.

Student Responsibilities

- Manage your time, so you have adequate time to study for any tests or quizzes.
- Take responsibility to find out what material will be covered on the test or quiz.
- During a test or quiz, make sure your paper cannot be seen by anyone else. Keep your eyes on your own paper or straight ahead. Do not talk. Ask your teacher, not your neighbor, questions of clarification.
- After a test or quiz, do not discuss questions with other students until ALL students have taken it.
- Do not copy other's homework. Do not work with other students on assignments unless the teacher gives instructions to do so or unless the teacher tells the entire class to work together.
- Do not copy or paraphrase others without a footnote.
- In fairness to all, students are urged to make the teacher aware if cheating is taking place, including the kind of cheating and the methods being used.

Parent Responsibilities

- Reinforce the values of honesty and integrity.
- Reduce the pressure for "success at any cost." Give your child support even when his or her best effort does not earn an "A."
- Be aware of homework. Help your child protect study time. Try to provide a good study environment with a place to work that is free from distractions. Be sensitive to your child's study time frame.
- If you have questions about your child's work, please contact your child's teachers by email (listed in the back of the Student Handbook) or by phone (953-8508) .

Adapted from: University of California Santa Barbara, "The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication, and Obligation." Copies of this document are available, free of charge, in the Office of the Dean of Students, <http://hep.ucsb.edu/people/hnn/conduct/disq.html>

The University of Pennsylvania, Resources, Policy and Procedure Handbook, <http://www.vpul.upenn.edu/osl/acadint.html>

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