

Academic Honesty

Don Bosco students' primary responsibilities are to learn and achieve to the best of their abilities. In order to meet the needs of each student and assess progress, teachers expect that assignments and tests represent a true picture of that student's own performance. Administrators, faculty, students, and families are all important contributors to upholding academic integrity in our school community. These practices will provide a consistent framework to guide the learning process for staff and students.

PLAGIARISM

“Plagiarism” comes from the Greek root word “kidnapping” and is the theft of someone else’s ideas, words, or other without clearly acknowledging the creator and using that material as one’s own. Plagiarism includes an exact copying or rewording of another’s work, paraphrasing, partial quotation or summarization of another’s work without properly acknowledging the creator of the original work. Plagiarism includes copying any of the following without limitation: tests, homework, research, speeches, presentations, programs, class assignments, lab reports, graphs, charts, essays, compositions and term papers.

Plagiarism is a form of intellectual and academic dishonesty that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own. Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices.

Unintentional plagiarism is a failure of *scholarship*; intentional plagiarism is an act of *deceit*.

Examples include but are not limited to:

- Downloading information from the Internet or other source and submitting it as one’s own work, and/or
- Submitting as one’s own work that which is copied or translated from another source.

CHEATING

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, study-aids as well as giving or receiving improper assistance. The student is responsible for consulting the teacher regarding whether group work is permissible on assignments, projects, tests, or other academic exercises. Representing or attempting to represent oneself as another, or attempting to have oneself represented by another academic endeavor, constitutes cheating. Forging of signatures and/or falsifying or altering grade related documents, programs or information, is considered cheating.

School Staff Responsibilities are to:

1. Talk about Academic Integrity Practices to help set classroom expectations.
2. Lead a discussion within the first week of each course identifying expectations with regard to academic honesty and include this information in the course syllabus.
3. Continue to educate students and offer guidance regarding acceptable and unacceptable behavior in areas that shall include but are not limited to test taking, researching, writing, and using library and computer resources.

4. Promote circumstances in the classroom that reinforce academic honor and promote self-expression.
5. Enforce the Academic Integrity Practices in a fair and consistent manner.
6. Use and continually revise forms of assessment that require active and creative thought and that promote learning opportunities for students.
7. Evaluate the effectiveness of efforts and make necessary changes to promote academic integrity.

These practices will be implemented for students who are taking courses at the high school level. Students in middle school who choose to take high school courses are held to the cumulative nature of high school. **Consequences will be cumulative for all high school courses.**

Consequences of Academic Dishonesty

1st Incidence:

1. The teacher will notify the student prior to contacting the parent.
2. The teacher will notify the counselor and administrator
3. The teacher will contact the parent either by email, phone or through face to face meeting.
4. The teacher will record the incident in PowerSchool.
5. The administration and organization advisors will review the student's eligibility for honor societies and academic awards as well as their eligibility for student privileges.
6. The student will complete the assignment/assessment/work OR an alternate assessment/assignment as assigned by the classroom teacher at a time arranged by the staff member. The student will have the opportunity to receive full credit.
7. The student will be administered at minimum a detention yet allow for increases up to and including an in-school suspension dependent upon the severity of the situation. Service hours may be considered as well.

2nd Incidence:

1. Steps 1 through 7 from the first incident will be followed.
2. The student will be issued an in school suspension, and attend a conference conducted by an administrator with the teacher, counselor, and student's parent/guardian.
3. The student will not be eligible for school-based scholarships.
4. If the student accrues two plagiarism offenses and is currently enrolled in an AP course or courses, that student will not be allowed to take the AP exam(s) for any AP courses of the current semester.
5. Administration will notify the student and parent/guardian in writing that any future infraction in any class will result in loss of graduation/end of year privileges as outlined in the 3rd incident.

3rd incidence:

1. Steps 1 through 4 from the second incident will be followed.

2. The school will report violations of academic honesty to scholarship committees.
3. High school students will not participate in graduation activities and ceremony.
4. Administration will notify the student and parent/guardian in writing that any future infraction in any class will result in a referral for a pre-expulsion conference as outlined in the 4th incident.

4th and any subsequent incidences:

1. Steps 1 through 4 of third incident will be followed.
2. Student will be referred for a pre-expulsion conference.

Academic Dishonesty Appeal

The student and his/her parent/guardian have recourse in the event that the individual's right to due process may not have been upheld. Issues related to the appropriateness and levels of discipline imposed are not subject to appeal. All consequences for the alleged offense will remain in effect during the appeal process.

1. A student and/or his/her parent/guardian may formally appeal an alleged violation of due process related to an academic integrity violation in writing to the principal within five school days of their notification of the teacher's decision.
2. The principal will render a decision on the appeal in writing within five school days of receipt of the written appeal.
3. If a student/parent/guardian disagrees with the decision of the principal, that individual may appeal the decision in writing within five school days to an Appeals Board through the principal. The panel will consist of the guidance counselor, a current instructor of the student but not of the class in which the infraction occurred and another instructor who has not had the student in class. The Appeals Board will review the appeal within five school days of receiving the request. The decision of this body is final.
4. In the case of a second semester senior where the result of an appeal may affect the student's graduation from high school, the appeal will go directly to the Appeals Board and will be heard within five school days following receipt of the written appeal.
5. In order to change a consequence, all members of the Appeals Board must agree. Without unanimous agreement, the consequence stands.