

## Academic Integrity Policy

### Purpose

The purpose of an Academic Integrity Policy is to advocate high standards in ethical behavior at Bartram Trail High School. Academic honesty is an integral component in fostering self-respect, achievement, and positive relationships among all students and faculty. This policy is intended to clarify the expectations we have for all students to maintain an ethical climate at Bartram Trail that values honesty, effort, and respect for others.

### Definitions of Academic Misconduct

Misconduct subject to penalty includes, but is not limited to, the following offenses:

*Cheating* - 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
- Submitting the same assignment or presentation more than once
- Working on and/or completing an assignment collaboratively without teacher authorization
- Taking pictures of an assignment or test with any electronic device without permission

*Plagiarism* - a form of academic dishonesty in which a student submits or presents the work of another person as his or her own. Examples 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
- 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**

1. For any violation, automatic consequences include the following:
  - Teacher will assign a failing grade for the assignment
  - Teacher initiates parent/guardian contact
  - A referral to the appropriate dean
  - The student’s other teachers and guidance counselor will be informed
2. For repeated or severe violations:
  - Suspension from school
  - Removal from AP level class
  - Department refusal to provide letters of recommendation
  - If student is on an out of zone waiver, they will be reassigned to their home school
  - May be referred to the Honor Court

**Cell Phone Policy During Testing**

“You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test session, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, MP3 players, cameras, and any device capable of recording, storing, viewing, or playing back audio or visual content.” If an electronic device is found on your desk, in your pockets, or anywhere you can reach them, your test will be invalidated. You may retake the test at the end of the quarter for a maximum grade of 75%.

\*This will be your only retake for the quarter.\*

\*We wish to give credit to Woodside High School in Woodside, CA and the FDOE for some of the ideas contained in this document.

Please sign and return the bottom of this document to your first period teacher.

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I have read and understand the Academic Integrity Policy for Bartram Trail High School for the 2014-2015 school year.

\_\_\_\_\_  
Student Signature

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Parent/Guardian Signature