

# Academic Integrity & Honesty Policy and Procedures

Corona Fundamental Intermediate School

What is Academic Integrity? Academic Integrity means honesty and responsibility in scholarship. Students must obey rules of honest scholarship, which means that all academic work should result from an individual's own efforts. All students who attend Corona Fundamental Intermediate are subject to this policy and the procedures outlined below.

| Violation   | Incident #/Consequences  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Copying homework, classwork, or any assignment or allowing another student to copy</li> <li>2. Looking on another's test or quiz</li> <li>3. Talking during an exam or quiz</li> <li>4. Using other secretive methods of receiving or giving answers on a test or quiz</li> <li>5. Not citing sources</li> <li>6. Working with others on an assignment that is meant to be completed independently</li> <li>7. Discussing test content with students in a subsequent class</li> <li>8. Buying, cutting and pasting documents from the Internet, other publications, or other students</li> <li>9. Posting or publishing any part or full test or assignment via Internet or Social Media</li> <li>10. Submitting a computer program that has been developed by another</li> </ol> | <p><b>1<sup>st</sup> Incident</b></p> <ul style="list-style-type: none"> <li>• Refer to administration</li> <li>• Automatic "0" or "F" on the assignment or test</li> <li>• Teacher contacts parents with details of offense and explains the consequences</li> <li>• Referral placed in students discipline file</li> <li>• Trimester/Semester citizenship grade may be affected in the class where the violation occurred</li> <li>• Student is placed on probation from clubs/committees for the remainder of the year</li> <li>• 4 hours of Saturday School</li> </ul> <p><b>2<sup>nd</sup> Incident</b></p> <ul style="list-style-type: none"> <li>• Student maybe assigned a "U" in citizenship for the trimester/semester</li> <li>• Referral placed in discipline file &amp; all teachers notified</li> <li>• Parent conference</li> <li>• Student removed from clubs or leadership position for the remainder of the school year</li> <li>• Two days in Alternative Class Placement</li> <li>• Referred to school counseling</li> </ul> <p><b>3<sup>rd</sup> Incident</b></p> <ul style="list-style-type: none"> <li>• Referral placed in student discipline file and all teachers notified</li> <li>• Parent conference</li> <li>• Student removed from all extracurricular and school activities (except promotion ceremony) for the remainder of the school year</li> <li>• Discipline determined by administration</li> </ul> |
| <ol style="list-style-type: none"> <li>1. Stealing examinations, tests or quizzes and/or answer documents</li> <li>2. Altering grades on a computer database or gradebook</li> <li>3. Cheating on any district issued benchmark or diagnostic assessments.</li> <li>4. Cheating on any state issued assessments (ie. CSTs or SBAC)</li> </ol>   | <ul style="list-style-type: none"> <li>• Administrative disciplinary action to be determined after investigation</li> <li>• Incident reported to Student Services</li> </ul>   |

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_ Grade: \_\_\_\_\_ Track: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date