

## R 5701 ACADEMIC INTEGRITY

The Holmdel High School Academic Integrity Policy will promote an environment of intellectual honesty, integrity, fairness, and mutual respect. This initiative will enable pupils to continue to strive for academic excellence while promoting a sense of ethics and social responsibility.

When teachers believe there has been a violation of the Academic Integrity Policy, they will first discuss the situation with the pupil and will notify the pupil's parents. Next, they will discuss all pertinent information with an immediate supervisor and/or an Assistant Principal. An Assistant Principal will make a final determination as to the severity of the violation, and will render appropriate consequences. In making a final determination, an Assistant Principal will consider, among other things, previous violations of academic integrity over the course of the pupil's time at Holmdel High School.

A list of possible violations and corresponding consequences are listed below. This list should not be considered exhaustive; further, school administrators reserve the right to render, in unusual circumstances, consequences beyond those listed.

All violations will be made a matter of record in a pupil's discipline file.

### Level 1 Offenses

- Copying or lending assignments without authorization, including homework, computer files, papers, and lab assignments;
- Using strategic absenteeism to gain an apparent advantage on assessment dates and assignment due dates;
- Fabricating data on a lab report;
- Altering a returned assessment in an effort to seek a better grade;
- Breaking test protocol as defined by the teacher. Examples include, but are not limited to: no talking, not using notes, and books/materials off desk;
- Plagiarizing: The pupil has completed the majority of the work on his/her own. The pupil plagiarizes a few lines of text, or at most a paragraph, without proper citation. Note: If pupils have any concerns or questions about how to cite material for particular assignments, it is expected they consult with their teachers before submitting it.



### Level I Consequences

- Grade of "zero" for assignment with no opportunity for make up;
- Grade reduction after completion of an alternative assignment;
- After-School detention;
- Notifications to any Honor Society and possible pupil removal;
- Possible loss of eligibility for academic honors, including Valedictorian.

Pupils with multiple Level I violations can expect a Level II consequence to be applied.

### Level II Offenses

- Providing/receiving unauthorized assistance during an assessment.
- Accessing teacher materials and/or grades, including electronic access and hard copy access.
- Storing data on electronic devices and retrieving the data to assist during an exam.
- Possessing teacher test banks and teacher edition materials.
- Sharing content of teacher assessments with other pupils. This includes verbal, electronic, or hard copy communication.
- Plagiarizing: The pupil hands in an assignment where significant portions of the pupil's work are not his/her own. Significant portions may be defined as multiple paragraphs. Note: If pupils have any concerns or questions about how to cite material for particular assignments, it is expected they consult with their teachers before submitting it.

### Level II Consequences

- Grade of "zero" for assignment with no opportunity for make up;
- Grade reduction after completion of an alternative assignment;
- Notification and possible removal from any Honor Society;
- Loss of eligibility for academic honors, including Valedictorian;
- Extended detention;
- In-School Suspension;
- Out-of-School Suspension.

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