



Academic Integrity Policy

Dear Parent or Guardian,

Your son/daughter has violated the school's Academic Integrity Policy by turning in an assignment that was not entirely their own work. The act of using another person's work or ideas without crediting the source is called plagiarism. Plagiarism is not allowed in any form in an academic setting as evident in the SCP Student-Family Handbook where it is addressed on page 26. The Academic Integrity Policy states:

Salesian College Preparatory students are expected to conduct themselves with integrity at all times. They are expected to be honest in their academic work. Dishonesty is looked upon as a serious ethical issue which undermines the educational process and will not be tolerated. Cheating includes but is not limited to the following:

- *taking the work, words, ideas and/or efforts of another person and presenting them as one's own*
- *allowing one's own work to be copied by another student, or copying the work of another student*
- *giving or obtaining inappropriate information (i.e., cheat sheets) in any way during the taking of quizzes and tests.*

All such violations will be viewed with seriousness regardless of the importance or weight of an assignment or test. A student caught cheating will earn a failing grade (no less than 50%) for the assignment/test. He/She may not be allowed to make up the assignment/test. The parents/guardians of the student and the Assistant Principal will be notified of the violation. The Assistant Principal will keep a record of all violations of the Academic Integrity Policy. If the student commits a second violation of this Policy, the result could be a loss of credit for the class and a parent/guardian conference or review. Other consequences could include 10 hours of community service for actions taken against our community; and possibly more stringent disciplinary actions (suspensions, expulsion) may result.

If you would like to discuss this further please e-mail me at _____ to set up a conference time.

Sincerely,

*Please sign and return the attached page.

I, *(print student name)* _____ understand that in order to receive any credit on this assignment I will sign and return this form. In the future I will use only information that is my own, and should I do research online, I will properly cite and give credit to the original author. I will also complete my homework & assessments without the use of any unauthorized aid.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____