



# BISHOP ENGLAND HIGH SCHOOL

Dear Parents/Guardians,

We need your help with reiterating the policies we have regarding academic integrity. Our teachers are committed to helping their students with whatever problems and challenges they face in distance learning. Teachers have been meeting online with students to field questions and responding to students through other means, such as email. The teachers are very accessible. But with all the help that is available, we know it is tempting for students to take short cuts and not read the assigned text or look up information to craft their own responses.

Unless otherwise specified, an assignment or assessment must be completed by a student without assistance from anyone else. It is never permissible to simply copy and paste information from another student or an Internet source even if it is a simple homework assignment. Students are typically asked to submit any paper, essay, or short free response answers to Turnitin.com to deter students from such actions.

If it is determined that a student has copied from another student or unauthorized source or the student has used someone else's ideas without giving due credit, the student will receive five demerits for minor assignments and ten for major assignments. A student can still be suspended "for the record" if there is a repeated offense even though we are not physically on campus.

Below is the information in our student/parent handbook that applies to academic integrity violations.

- *The teacher will submit a detailed report to the Dean of Students.*
- *The Dean of Students will meet individually with both the teacher and student and consult with the administration if necessary.*
- *The Dean of Students will notify the parent/guardian of the infraction.*
- *The infraction does not go on any permanent records sent to external organizations, but the information is kept on file until graduation. If the consequence includes any type of suspension, the student's junior/senior counselor will report the situation (throughout the high school career) to each college to which the student has applied; therefore, it is incumbent upon the student to report this information to each college to which he/she has applied.*
- *A record of the incident will be kept in a separate file and destroyed after the student graduates from high school.*
- *Periodic reports will be made to the principal.*

*Consequences for academic integrity violations:*

*1st Offense: Minor assignment - A grade of 0 on the assignment; (Type II offense with commensurate consequences)*

*1st Offense: Major assignment - A grade of 0 on the assignment; (Type III offense with commensurate consequences)*

*2nd Offense: Suspension and disciplinary probation; or expulsion. (Type III or IV offense with commensurate consequences)*

*3rd Offense: Expulsion (Type IV offense)*

*Note: If a student is found to have plagiarized an assignment after a grade has been assigned, the grade will be changed to zero.*

*Additional note: A violation of the Academic Integrity Policy may result in the student not being admitted to or removal from the National Honor Society.*

We know that everyone is experiencing a lot of stress and anxiety during these extraordinary times. But we do not want to lose sight of what is right and good. Please discuss the issue of academic integrity with your child. The teachers are here to help them with whatever questions they have, and they want student feedback about any challenges that arise. Thank you so much for supporting the teachers. They are working harder than they have ever have to keep their courses meaningful and worthwhile.

Take care and God bless you,

**Nancy Heath**  
Academic Dean  
Bishop England High School  
(843) 849-9599, ext. 129