

TRUMBULL BOARD OF EDUCATION  
BOARD OF EDUCATION  
POLICY MANUAL

SERIES: 5000  
CATEGORY: Students  
POLICY CODE: 5121  
Academic Integrity

## ACADEMIC INTEGRITY POLICY

### Policy

The Board of Education is dedicated to developing the academic potential of every student. We are committed to promoting ethical conduct appropriate as a responsible member of the community. Cheating and plagiarism are serious violations that undermine learning, hamper competence, and tear down ethical behavior. This conduct prohibits both teachers and students from knowing a student's true academic ability; furthermore, it breaks down the trust that is so vital to any community.

References: 5141/IGDJ - Interscholastic Sports Policy  
5131/JFC - Standard of Conduct Policy

Adopted: 2/9/2010

Regulations

I. HIGH SCHOOL

Students are responsible for knowing what is considered acceptable behavior and what is a transgression of academic integrity. All assigned student work should be done individually, unless the teacher directs otherwise - if in doubt, they should consult with their teachers.

Cheating

Cheat : “To violate rules and regulations. To act in a dishonest way”.

Cheating includes but not limited to the following:

- Using any unauthorized aid during an exam or any teacher-given assessment.
- Giving or receiving answers during a test as well as securing answers from others.
- Accessing, without permission, a test before it is given.
- Using summaries or other aids to substitute for assigned reading.
- Using a computer to translate text from one language to another and submitting it as your own translation.
- Directly copying assignments from other students (including homework).
- Giving the impression that the notes of one student are your own.

Plagiarism

Plagiarism is defined as “the act of representing the work, words, images, data or ideas of others as your own without properly citing the source.”

Examples of plagiarism include but are not limited to:

- Copying the words or ideas of others from the internet, books, magazine articles and other sources.
- Paraphrasing a source without proper citation.
- Copying or paraphrasing the words or ideas of other students, parents, siblings, or other family members and friends.
- Copying or representing the academic work of others including any assignment as if it were your own.
- Submitting purchased papers as your own.

Regulations

Plagiarism and Cheating Report

When cheating and plagiarism is identified in the school community by the instructor, the Plagiarism and Cheating Report (Appendix A) is completed by the instructor and sent to the appropriate House Principal. All materials must be attached to the form to provide evidence of the infraction. A call will be made by the instructor to the parent informing him/her of the incident and referral to the House Principal. The House Principal meets with the student to discuss the incident as well as explain the policy and subsequent consequences. If it should occur in the future, the administrator will determine whether to impose any disciplinary action. Communication from the House Principal to the parents will confirm the meeting. The Plagiarism and Cheating Report will be kept in the student's file until graduation.

II. MIDDLE SCHOOLS

Students at Hillcrest and Madison Middle Schools are responsible for knowing what is considered acceptable and unacceptable behavior when it comes to academic integrity. The following outlines what cheating and plagiarism are, as well as the potential consequences that exist when it is found that a student has committed an act of academic dishonesty.

What is cheating?

Cheat : "To violate rules and regulations. To act in a dishonest way".

Examples of cheating include:

- Using any unauthorized aid during a test
- Giving or receiving answers during a test
- Accessing a test before it is given
- Using summaries to substitute for doing assigned reading
- Using a computer for translating languages, and submitting it as your own translation
- Taking credit for group work without doing an appropriate share of the work
- Directly copying assignments from other students (including homework)
- Turning in any assignment as your own work that is actually the work of others
- Giving the impression that someone else's notes or work are your own

What is plagiarism?

Plagiarism – representing someone else's works, words, images, data or ideas as your own without properly citing the source.

## Regulations

Examples of plagiarism include:

- Copying or paraphrasing someone else's words or ideas from the Internet, books, magazine articles or directly from that person
- Copying or representing someone else's work as if it were your own
- Submitting purchased papers as your own

The consequences for cheating or plagiarism at the middle school level may include the following:

- Change of student seats
- Assignment of a grade of F or 0
- Detention from teacher or principal
- Parent notification
- Requiring of make-up work
- Suspension

### III. ELEMENTARY SCHOOLS

The elementary schools recognize and value the importance of introducing and educating students on cheating and plagiarism. This includes defining what cheating and plagiarism are and informing students of the potential consequences when cheating and plagiarism occur.

Students in fourth grade will be introduced to the concept of cheating and plagiarism through classroom teachers and media center. Students will review these concepts in fifth grade to fully understand the consequences of such acts.

In order for students to understand the difference between cheating and plagiarism, the elementary schools will introduce "common" definitions and "examples" of both. These definitions and examples are consistent with the language that exists in the middle school academic integrity policy.

#### What is cheating?

Cheat: "To violate rules and regulations. To act in a dishonest way".

Some examples of cheating include:

- Giving or receiving answers during a test
- Directly copying assignments from other students (including homework)
- Turning in class work or homework as your work that is actually the work of others
- Giving your work to another student that will be copied or used

What is plagiarism?

Plagiarism – representing someone else’s work, words, images, data or ideas as your own without properly citing the source.

Some examples of plagiarism include:

- Copying or paraphrasing someone else’s words or ideas from the internet, books, magazine articles or directly from a person
- Copying or presenting someone else’s work as if it were your own
- Giving your work to another student whether or not you believe it will be copied.

What are consequences for cheating and plagiarism? Some samples may include but are not limited to:

- Reviewing the definitions of cheating and plagiarism
- Parent notification
- Requiring students to complete an alternative assignment
- Meeting with principal, teacher and parent
- Receiving no credit or grade for the assignment, project, test or quiz

**Trumbull Public School District  
Plagiarism and Cheating  
Report**

Student Name \_\_\_\_\_

Subject \_\_\_\_\_ Course Number and Section \_\_\_\_\_  
(if applicable)

Teacher Name \_\_\_\_\_

Assignment: \_\_\_\_\_

Date of Infraction: \_\_\_\_\_

Description of infraction \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Teacher Signature

\_\_\_\_\_

Date

Attach any pertinent documentation of the offense, including a copy of the letter that was sent to the parent/guardian.

(Submit to Administration)