

Lake Dallas High School Academic Integrity Policy

Academic integrity is necessary to fulfill our district's mission statement to "engage all students to reach their full academic and social potential." In order to reach our goal of academic excellence, it is necessary to fully outline an honor code and consequences for violations of this code. As students enter colleges, universities, and workplaces, honesty will be expected, and dishonesty will come with serious penalty. Such penalties at that time could include automatic course failure, expulsion, and loss of employment. To prepare our students to their fullest potential, cheating, dishonesty and plagiarism will not be tolerated in Lake Dallas Independent School District. All offenses will accumulate in an Academic Integrity Folder for the duration of a student's high school career.

Cheating is defined in Dictionary.com as: "to practice fraud or deceit, to violate rules or regulations or to take an examination or test in a dishonest way, as by improper access to answers." Some examples of cheating are, but are not limited to, the following:

- Submitting someone else's work as your own.
- Allowing someone else to use your work to submit as his/her own.
- Looking at another student's answers with or without his/her knowledge and using them as your own answer on either daily or assessment assignments.
- Doing someone else's work for them.
- Submitting work done by your parent, sibling or friend as your own.
- Discussing or revealing questions on a quiz or test to someone who has not yet taken the test.
- Using an electronic device to gain knowledge or retrieve answers during a test.
- Use of crib or cliff notes without teacher's permission.
- Programming a calculator to assist you on a test.

Dishonesty is defined in Dictionary.com as: "disposed to lie, cheat, or steal; not worthy of trust or belief." Some examples of dishonesty are, but are not limited to, the following:

- Agreeing with others to commit academic dishonesty.
- False reporting on experiments or reporting results that did not occur.

Plagiarism is defined in Dictionary.com as: “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author.” Some examples of plagiarism are, but are not limited to, the following:

- Purchasing or receiving in any manner another person’s work and submitting it for a grade, such as a research paper.
- Presenting anything as an original idea that was original work of another person.
- Directly quoting or paraphrasing another’s written or spoken words without notating and giving that person credit.

First Unintentional Plagiarism Offense: This occurs when a student has plagiarized a part of a paper, as a result of misunderstanding proper documentation techniques. An offense may be deemed unintentional only during the freshman year, or for recent transfer students. This unintentional offense is not applicable for any AP or Pre AP students. The teacher will schedule a meeting with the student to identify the plagiarism and how it should be corrected. The following are the possible actions taken:

Student Actions	Teacher Actions
Meet with the teacher and make the corrections	Report unintentional offense, grade reflects corrections.
Refuse to meet and or make corrections	Report unintentional offense, grade will be a zero.

First Offense Consequences

Actions		Consequence(s)	Responsible Party
Document cheating / dishonesty / plagiarism occurrence or observation.			Classroom Teacher
Conference with student to determine if cheating dishonesty / plagiarism occurred.			Classroom Teacher
If it is concluded that infraction occurred report to incident to campus administrator.			Classroom Teacher
Mandatory contact with parent • Identify consequences administered. • Document the contact.	• Possible 1 day in ISS. • Possible removal from NHS. • Documentation placed in Academic Integrity folder as part of permanent record		Campus Administrator
Assignment Grade		• Zero on assignment	Classroom Teacher
Inform the following Campus Staff: • Academic Integrity Committee • Coach(es) pertinent to student involvement • Sponsor(s) pertinent to student involvement			Classroom Teacher

• National Honor Society Sponsor	
Turn in documentation to the administrator to be placed in the student's Academic Integrity Folder	Classroom Teacher

Second Offense Consequences

Actions		Consequences	Responsible Party
Document cheating / dishonesty / plagiarism occurrence or observation.			Classroom Teacher
Conference with student to determine if cheating dishonesty / plagiarism occurred.			Classroom Teacher
If it is concluded that infraction occurred report to incident to campus administrator.			Classroom Teacher
Mandatory contact with parent • Document the contact. • Set up Mandatory Meeting. • Attendees could include: - o Parent - o Student - o Counselor - o Campus Administrator - o Organization Sponsors - o Member of Academic Integrity Committee	• Possible 2 days in ISS • Possible removal from Pre-AP / AP course in which the incident occurred. • Possible removal from NHS. • Documentation placed in Academic Integrity Folder as part of permanent file		Campus Administrator
Documentation needed for meeting: • Documentation of work in question • Copy of district Academic Integrity Policy			Campus Administrator And/or Classroom Teacher
Assignment Grade		• Zero on assignment	Classroom Teacher
Inform the following Campus Staff: • Academic Integrity Committee • Coach(es) pertinent to student involvement • Sponsor(s) pertinent to student involvement • National Honor Society Sponsor			Classroom Teacher and/or Campus Administrator
Turn in documentation to the administrator to be placed in the student's Academic Integrity Folder			Classroom Teacher

Third Offense Consequences

Actions		Consequences	Responsible Party
Document cheating / dishonesty / plagiarism occurrence or observation.			Classroom Teacher
Conference with student to determine if cheating dishonesty / plagiarism occurred.			Classroom Teacher
If it is concluded that infraction occurred report to incident to campus administrator.			Classroom Teacher
Mandatory contact with parent • Document the contact. • Set up Mandatory Meeting. • Attendees could include: - o Parent - o Student - o Counselor - o Campus Administrator - o Organization Sponsors - o Member of Academic Integrity Committee	• Suspension • Removal from Pre-AP / AP course in which the incident occurred. • Removal from NHS. • Possible ineligibility for any extra-curricular activities. • Documentation placed in Academic Integrity Folder as part of permanent file		Campus Administrator
Documentation needed for meeting: • Documentation of work in question • Copy of district Academic Integrity Policy			Campus Administrator And/or Classroom Teacher
Assignment Grade		• Zero on assignment	Classroom Teacher
Inform the following Campus Staff: • Academic Integrity Committee • Coach(es) pertinent to student involvement • Sponsor(s) pertinent to student involvement • National Honor Society Sponsor			Classroom Teacher and/or Campus Administrator
Turn in documentation to the administrator to be placed in the student's Academic Integrity Folder			Classroom Teacher