

ACADEMIC INTEGRITY

The school district seeks to create an academic environment based on integrity, honesty, and hard work. Students are expected to maintain high standards of personal honesty at all times, presenting only their own work for class assignments, quizzes and tests, reports and projects. The administration, faculty, and student body all work together to develop a school culture which praises and fosters academic integrity. All researched work, whether quoted, summarized or paraphrased, is to be documented properly as directed by the teacher. Academic misconduct includes, but is not limited to, the following:

1. Cheating: Using unauthorized materials or receiving/giving unauthorized assistance on any form of academic work. This may include, but is not limited to, the following:
 - Copying answers from another student's work;
 - Assisting or sharing answers with others during assessments via text, notes, or electronic devices;
 - Using unauthorized notes or materials during assessments;
 - Submitting work completed by someone else.
 - Obtaining copies of an assessment or information about its contents of a test without the teacher's knowledge and/or approval;
 - Altering a grade after the assessment or assignment was submitted;
 - Changing and/or falsifying a grade in the District's and/or a teacher's written or electronic grade record;
 - Looking at another student's assessment for purposes of obtaining answers or information;
2. Plagiarism: Representing the words or ideas of another as one's own without proper citation. This may include, but is not limited to, the following:
 - Copying text from a website, book, or other source without proper citation;
 - Paraphrasing ideas from a source without giving credit to the original author;
 - Submitting another student's work as your own;
 - Self-plagiarism (reusing your own previous work without citation).
3. Fabrication: Falsifying data, information, or citations in any academic work. This may include, but is not limited to, the following:
 - Making up data or results for a lab experiment or research project;
 - Falsifying citations or sources in a research paper;
 - Altering graded work and resubmitting it for a better grade.

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4. Facilitating Academic Dishonesty: Assisting others in engaging in academic misconduct. This may include, but is not limited to, the following:
 - Allowing another student to copy your work or test answers;
 - Providing test questions or answers to students in other sections of the course;
 - Selling or distributing course materials or assignments without authorization.
5. Unauthorized Use of AI Tools: Using artificial intelligence (AI) tools, such as language models or essay generators, to complete academic work without explicit permission from the instructor. This may include, but is not limited to, the following:
 - Using language models like ChatGPT or GPT-3 to generate essays, code, or other assignments without permission
 - Submitting content created by AI essay generators as your own work
 - Relying on AI tools to complete a substantial portion of an assignment meant to demonstrate your understanding
6. Testing Misconduct: Where an examination is under the authority of the Board of Regents of the New York State Education Department, testing misconduct shall include, but need not be limited to, the following acts or omissions:
 - Accessing secure test booklets and/or answer sheets prior to the time allowed by New York State testing rules;
 - Duplicating, reproducing, or keeping any part of any secure examination materials without obtaining prior written authorization from the State Education Department;
 - Reviewing test booklets prior to test administration in order to:
 - i. Determine and record correct responses for use during testing;
 - ii. Create pre-test lessons or discussions with students about concepts being tested; and/or
 - iii. Create a “cheat sheet” for students to use during any State assessment, including but not limited to, sharing formulas, concepts or definition necessary for the test;
 - Providing students clues or answers during test administration, including, but not limited to, one or more of the following actions:
 - i. Coaching students about correct answers;
 - ii. Defining terms and concepts contained in the test;
 - iii. Pointing out wrong answers to a student and suggesting that the student reconsider or change the recorded response;
 - iv. Reminding students during testing of concepts they learned in class; and/or
 - v. Making facial or other non-verbal suggestions regarding answers.
 - Allowing any student more time to take an examination than is allowed for that student;
 - Leaving any materials displayed in the room containing topics being tested;

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- Writing test specific formulas, concepts, or definitions on the board prior to and while a State assessment is administered;
- Reviewing a student answer sheet for wrong answers and returning it to a student with instructions to change or reconsider wrong responses;
- Altering, erasing, or in any other way changing a student's recorded responses after the student has handed in his/her test materials.
- Rescoring portions of the test solely to add or find points so a student will pass the test or earn a higher score on the test, other than legitimate rescoring activities authorized by the Superintendent of Schools or by the State Education Department;
- Encouraging or assisting an individual to engage in the conduct described in above paragraphs of this subdivision.

This policy aims to promote academic integrity, maintain the integrity of the learning process, and ensure a fair and equitable environment for all students. Faculty, staff, and students are expected to uphold these standards and promptly report any suspected violations of this policy to the building principal, director, superintendent, or his/ her designee.

Consequences of Academic Misconduct:

Any alleged act of academic misconduct by a student shall be evaluated on a case-by- case basis by the building principal or his/her designee. The building principal shall follow the disciplinary actions listed below when a student is found to have engaged in academic misconduct:

First Incident

Building principal shall take all of the following disciplinary actions:

- The student shall receive a “zero” or a letter grade of “F” on the assignment or assessment.
- Notification to parents/guardians.
- Oral reprimand.

Second Incident

Building principal shall take all of the actions listed above and may take any or all of the following disciplinary actions:

- No public recognition of academic honors.
- Ineligibility for or removal from District-sponsored honor societies
- Withdrawal of District-sponsored scholarship.
- Written reprimand placed in permanent record.

Academic Integrity (Continued)
Consequences of Academic Misconduct (Continued)

- Meeting with the student, parents/guardians, and school administration to discuss consequences, including, but not limited to disciplinary action in accordance with the code of conduct.

Third Incident

In addition to any of the actions listed above the building in consultation with the superintendent or his/her designee may impose the following disciplinary action:

- The student shall receive a letter grade of “F” in the course and be dismissed from the course for the remainder of the semester/year with no credit. This disciplinary action may be imposed only if the third incident occurs within the same course within the same school year.

Unless otherwise provided herein, each incident of academic misconduct by a student, regardless of the class, semester, or year in which the incident occurred, shall be considered the first, second, and third incident respectively, for purposes of the above list. For example, if a student engaged in a prior act of academic misconduct in a prior school year, the first time such student engages in academic misconduct in his/her current class, such misconduct would constitute a “Second Incident,” and the student could be deemed ineligible or removed from District-sponsored honor societies.

In addition to the above sanctions, any student removed from a course with a letter grade of “F” or any student who engages in academic misconduct may not be eligible to receive any District-sponsored award, recognition, or hold any student leadership position.

Disciplinary sanctions beyond those listed here, including detention, in-school suspension, and out-of-school suspension, may be issued by the Building Principal in addition to the academic sanctions listed above, in accordance with the District’s Code of Conduct.

Any student believed to have engaged in academic misconduct shall have the right to an informal conference with the Building Principal to present his/her version of the events prior to the imposition of the above-listed sanctions. Students may appeal sanctions to the Superintendent of Schools by submitting a written appeal to the Superintendent within five (5) business days.

Special Consequences for Examination Fraud:

If, in the judgment of the Principal responsible for administration of an examination under the authority of the Board of Regents of the New York State Education Department, upon the basis of evidence deemed by him/her to be sufficient, a student has been found guilty of having committed or attempted to commit fraud in the examination, the Principal shall be authorized to cancel the examination and to exclude the student from any subsequent Regents examination until such time as the student has demonstrated by exemplary conduct and citizenship, to the satisfaction of the Principal, that the student is entitled to restoration of this privilege.

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Special Consequences for Examination Fraud (Continued)

Before such a penalty is applied, a student accused of having committed or having attempted to commit fraud in an examination under the authority of the Board of Regents of the New York State Education Department shall be given an opportunity to make satisfactory explanations, including the right to appear before the Board of Education or a person(s) designated by the Board, together with his/her parent(s), and, if so desired by the parent(s), an attorney, all of whom shall be given the opportunity to ask questions of the examiner(s) and any other person having direct personal knowledge of the facts. The Board or the person(s) designated by the Board for the purpose of such inquiry may affirm, modify, or reverse the findings or penalty, if any, imposed by the Principal. The Principal shall report promptly to the Commissioner of Education, the name of each student penalized under these provisions, together with a brief description of the circumstances, in accordance with Section 102.4 of the Commissioner's Regulations.

Ref: Education Law § 225
8 NYCRR § 102.4

Cross-ref: Code of Conduct

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