ACADEMIC INTEGRITY

Definition of Roles

Students

1. Students must conduct themselves according to the highest standards of personal integrity.
2. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure.
3. Students shall not use dishonest methods to fulfill academic expectations and responsibilities.

Parents/Guardians

1. The parents/guardians shall be informed and understand the implications of violations of academic integrity.
2. The parents/guardians shall explain dishonesty and academic integrity to their children.
3. The parents/guardians shall monitor the work of their children.
4. The parents/guardians shall support the school district in the enforcement of academic integrity.

Faculty

1. During the first week of classes and periodically throughout the year, teachers shall clearly differentiate between honest and dishonest academic work by discussing expectations and the importance of honest effort.
2. Teachers shall inform students of assessment procedures and practices relating to examinations, quizzes, homework, class work, and outside projects.
3. Teachers shall advocate the importance of honesty by employing teaching and assessment strategies that reduce opportunities for dishonest behavior.
4. Teachers shall meet with students and inform parents/guardians as to determine the consequences for dishonest behavior.
5. Teachers must report any case of academic dishonesty to the appropriate building administrator.

Administrators

1. Administrators shall work with the staff to ensure that they understand the consequences for students who violate this policy.
2. Students accused of repeated or severe occurrences of academic dishonesty shall be entitled to conference with the principal or designee, and parents shall be notified of the violation and the date of the conference.
3. Administrators will keep a record of all student infractions in a central register in the main office for future reference.

Superintendent of Schools

1. The superintendent of schools shall establish appropriate staff development procedures so that professional staff members can educate students about the details of this policy.

2. The superintendent of schools shall also assure that this policy and procedures are publicized.

Academic Integrity Considerations

Collaboration

Teachers shall guide students in understanding when collaborative efforts are appropriate. Study collaboration is not considered academic dishonesty.

Academic Dishonesty

Academic dishonesty is an action intended to obtain or assist in obtaining credit for work, which is not one's own. Examples of academic dishonesty include but are not limited to the following categories:

1. Plagiarism is the act of representing as one's own work the published or unpublished thoughts, ideas, and/or writings of another person. This includes computer programs, drawings, artwork, and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording), and indirect (paraphrasing of a passage) without documentation. Material taken from another source without adequate attribution or documentation may include, but not be limited to, the following:

    a. failing to cite with quotation marks the written words or symbols of another author
    b. failing to cite the author and sources of materials used in a composition
    c. failing to cite research materials in a bibliography
    d. failing to name a person quoted in an oral report
    e. failing to cite an author whose works are paraphrased or summarized
    f. presenting another person's creative work or ideas as one's own in essay, poem, music, art, computer programs, or other projects
    g. copying or paraphrasing without documentation ideas from literary criticism or study aids.

2. Inappropriate behavior during examinations includes:
   a. communicating with another student during an examination
   b. using unauthorized material during an examination
   c. allowing a student to copy from one's examination
   d. obtaining an actual, current copy of and/or actual, current information about an examination without the knowledge and consent of the teacher

3. Copying includes:
   a. copying another person's assignment
   b. allowing another student to copy one's assignment

4. Falsification/Impersonation includes:
   a. submitting falsified information for grading purposes
   b. submitting a paper or project which is not the student's work
   c. impersonating a student to assist the student academically
   d. having another student impersonate the student to assist them academically
   e. falsifying the information for applications (e.g., college scholarships)
   f. lying about the manner in which or the time at which work was submitted

5. Tampering with school documents:
   a. removing examinations or parts of examinations from the classroom; without the knowledge and consent of the teacher
   b. stealing or accepting stolen copies of examinations or answer keys
   c. changing answers and seeking credit on an assignment or examination after the work has been graded or returned
   d. altering a teacher's grading book

6. Misuse of computers:
   a. using computers and programmable calculators in violation of guidelines established by the teacher or by the school
   b. unlawfully copying computer software or data created by others
   c. misusing school computer systems, which are used for student, staff, or administrative purposes

7. Other infractions:
   a. using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher or the school
   b. any other violation intended to obtain credit for work that is not one's own
   c. cheating
   d. assisting another student in any of these actions.

Consequences for Violation of Policy

Any violation of this policy must be reported to the building administrator or designee who will maintain records of such infractions. The range of penalties which may be imposed for violations of this policy are categorized according to three levels of seriousness.

A. Serious but Unintentional
B. Serious and Intentional
C. Most Serious

In determining consequences, teachers and administrators must judge each case individually and classify the infraction according to one of the above categories. Any student found in violation of the Academic Integrity Policy more than once will be considered in the Most Serious category.

In cases where students are held accountable for academic integrity infractions on state assessments, rules established by the State Education Department will apply.

<u>Category A – Serious but Unintentional</u>

1. Verbal warning
2. Mandatory parent notification
3. Written warning
4. Assignment to be redone
5. Possible grade of "0" or loss of credit for the assignment
6. Possible disciplinary measures such as detention, separation after school, or out-of-school suspension depending on the merits of the case
7. Possible removal from honor society membership(s) or ineligibility for honor society membership(s)

<u>Category B – Serious and Intentional</u>

1. A grade of "0" or loss of credit for the assignment
2. Mandatory parent conference with administrator and teacher
3. Out-of-school suspension or other disciplinary action as deemed appropriate for the infraction
4. Removal from honor society membership(s) or ineligibility for honor society membership(s)
5. Possible loss of eligibility to participate in co-curricular and/or athletic activities

Category C – Most Serious

1. A grade of "0" or loss of credit for the assignment
2. Mandatory parent conference with administrator and teacher
3. Out-of-school suspension or other disciplinary action as deemed appropriate by the building principal for the infraction
4. Possible superintendent's suspension hearing
5. Removal from honor society membership(s) or ineligibility for honor society membership(s)
6. Loss of eligibility to participate in co-curricular and/or athletic activities

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