

## ACADEMIC INTEGRITY POLICY

The mission of the district, adopted June 2003, is to maximize the learning of all students. As a community of learners committed to excellence, we promote lifelong learning, personal integrity, social responsibility and good physical and mental health. Our graduates will be prepared to make meaningful, positive contributions to our world.

The Board of Trustees believes that a major purpose of education is to instill honesty, integrity, pride in oneself, and the highest values of ethical behavior. The schools of the district are expected to create an environment in which honesty and ethical behavior are the expected norms. Cheating in any form is contrary to these values, and will not be tolerated. Appropriate consequences will be given to any student found cheating.

The Board supports efforts to accomplish the district mission statement goals focused on responsibility, honesty, and integrity. The staff will develop and administer regulations to carry out this academic integrity policy. The regulations will specify responsibilities of students, families, teachers, and other school staff in support of academic integrity, and consequences for not complying. Written procedures, regulations, and consequences will be disseminated in various school publications, reinforced in classes, and implemented consistently and fairly. Everyone will be held accountable for the highest standard of academic integrity.

We believe that the primary goals of any educational institution must be to facilitate learning, to enhance the learning environment and to promote the pursuit of intellectual excellence. In addition, public schools must teach and promote the values of our society and provide an environment conducive to ethical behavior. Cheating is a serious obstacle to the achievement of these goals.

Students who cheat do not learn; they establish habits detrimental to the well-being of themselves and society. Furthermore, because of the competitive nature of the academic process, students who cheat are inherently being unfair to other students. The need to be fair to all students demands that we do all that we can to eliminate cheating.

The teacher's professional judgment, with the concurrence of the school administration will determine whether cheating has occurred.

Cheating offenses are cumulative over all four years of high school. Consequences will be assigned at the level determined by the number of the offense. Any combination of breaches of integrity committed at the same time, or more offenses not specifically identified in this policy will be dealt with individually at the discretion of the school administration and may result in more severe penalties than those listed.

A breach of academic integrity includes, but is not limited to:

**1. Cheating on tests, exams, or any other assessment activity:**

- a. Looking at someone else's paper during a test, exam, or any other assessment activity.
- b. Letting someone else see or use one's work at any time during a test, exam, or any other assessment activity.
- c. Talking with another student during a test, exam, or any other assessment activity.
- d. Using any kind of cheat notes or unauthorized materials including personal technological devices.
- e. Copying work assigned to be done independently or letting others copy one's work or another's work. This includes copying or sharing computer generated information.
- f. Giving or receiving test information from other students.
- g. Fabricating or altering laboratory data.
- h. Submitting reports based on falsified or fictitious data or footnotes.
- i. Reporting, without teacher permission, on a book read and reported on in a prior assignment.
- j. Using deceitful practices to improve one's grade or someone else's grade.

**2. Plagiarism, including but not limited to the following:**

- a. Submitting individual assignment or project not wholly one's own, without teacher approval. (Representing one's work as wholly one's own when it is not.)
- b. Copying or paraphrasing sentences or passages from an un-cited source while writing a paper or doing research.

**3. Deliberate deception, including but not limited to the following:**

- a. Tampering with, falsifying, or forging school documents.
- b. Forging signatures on any school documents.
- c. Making deliberately deceptive phone calls to the attendance office/school officials.
- d. Tampering with or changing attendance rosters.

**4. Stealing or any unauthorized use of assessment tools, answer keys, or school records, including but not limited to the following:**

- a. Fabricating or changing data in grade books, roll books, or computer records.
- b. Accessing and disseminating information about tests, exams, or any other assessment activity belonging to a teacher.
- c. Distributing stolen information to other students.

## CONSEQUENCES

**1. Penalty for cheating on tests, exams, or any other assessment activity including plagiarism:**

- a. First Offense
  - Zero on assignment
  - Referral and parent contact
- b. Second Offense in the same or any other class during high school
  - Loss of points or grade for assignment doubled
  - Referral and parent contact
  - Saturday School
- c. Third Offense in the same or any other class during high school
  - Dropped from the class with an "F" grade
  - Five-day suspension from school
  - Possibility of referral to an alternative educational placement.

**2. Penalty for deliberate deception:**

- a. First Offense
  - Loss of points or grade for assignment doubled
  - Referral and parent contact
  - Saturday School
  - Teacher's Assistant. Dropped from class with an "F" grade
- b. Second Offense in the same or any other class during high school
  - Referral and parent contact
  - Dropped from the class with an "F" grade
  - Out of school suspension
- c. Third Offense in the same or any other class during high school
  - Dropped from the class with an "F" grade
  - Five-day suspension from school
  - Possibility of referral to an alternative educational placement

**3. Penalty for stealing or any unauthorized use of assessment tools, answer keys, or school records:**

- a. First Offense
  - Referral and parent contact
  - Dropped from class with an "F" grade
  - 3-5 day suspension as per school discipline policy regarding stealing
  
- b. Second Offense in the same or any other class during high school
  - Five-day suspension from school
  - Dropped from the class with an "F" grade
  - Possibility of a referral to an alternative educational placement
  
- c. Third Offense in the same or any other class during high school
  - Referral to an alternative educational placement
  - Out of school suspension
  - Cheating offenses are cumulative over all four years of high school.

**4. An act of moral turpitude that significantly affects other students, the school, or the district:**

- Five day suspension from school
- Dropped from class with an F grade
- Possible recommendation for Expulsion

**5. Impact of cheating in Honors and Advanced Placement classes:**

- a. First Offense
  - Saturday School
  - Referral and parent conference
  - Loss of points or grade for any related assignment
  - Potential loss of Honors Grade Point\*
  
- b. Second Offense in the same or any other class over the four years of high school
  - Saturday School
  - Referral and parent conference
  - Loss of points or grade for any related assignment
  - Loss of honors' grade point
  
- c. Third offense in the same or any other class over the four years of high school
  - Dropped from the class with an F grade
  - Five-day suspension from school
  - Excluded from all Honors and AP classes for duration of high school career

\*Students who lose grade point will be dropped from class on second offense.

**6. A student found guilty of cheating for a second time in any class or combination of classes, will automatically be excluded from Honors and Advancement Placement courses for the remainder of that school year and for the following school year. At the end of that period, if a student meets prerequisites for, and wishes to be considered for Honors or AP courses, his/her situation will be reviewed individually by an Assistant Principal or an Academic Advisor.**

**7. Cheating offenses are cumulative over all four years of high school.**

**8. Any combination of breaches of integrity committed at the same time, or more offenses not specifically identified in this policy, will be dealt with individually at the discretion of school administration and may result in more severe penalties than those listed above.**