

Academic Integrity Policy Code:

Cheating

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Sidney Community Schools. Cheating is academically dishonest as well as an ethical offense. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. True self-esteem is based on competence. Cheating robs students of their opportunities to become competent. In order to meet the demands of work, society, and the future, students must identify their own strengths and weaknesses in order to best prepare themselves for the choices and challenges of the 21st century.

Cheating may be defined as intending to deceive and act dishonestly. Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are as guilty of cheating as the student who receives the material. Cheating includes, but is not limited to, the following examples:

- ❖ Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- ❖ Taking credit for group work when contributions have not been an equal or appropriate share toward the final result.
- ❖ Using summaries or commentaries (such as Cliffs Notes, etc.) instead of reading the assigned materials.
- ❖ Copying or duplicating another person's work, in whole or in part, by any method and turning it in as one's own work. Both the person copying/duplicating and the person whose work is being copied/duplicated may be in violation.
- ❖ Turning in an original paper or project more than once for different classes or assignments.
- ❖ Receiving unfair assistance from another student, a parent, a computer program or electronic device, graphing calculator, palm pilot, or any other unauthorized source on an assignment or project that was meant to be done alone.
- ❖ Using a computer or other means to translate an assignment from one language to another language and submitting it as an original translation.
- ❖ Retrieving or communicating unauthorized information—whether on paper, in electronic form, on the student's person, or from another student—during a closed test. This includes not securing papers so that other students have the opportunity to copy from them.
- ❖ Discussing information about a quiz or test with students who have not completed the assignment.
- ❖ Having prior access to an upcoming exam, whether obtained from a previous student or stolen.
- ❖ Falsifying or fabricating data, citations, or observations, including computer output, in any instance, including laboratory experiments.
- ❖ Altering grades or grade records.
- ❖ Denying others access to resources or to deliberately impede their progress by giving other students false or misleading information, making materials unavailable to others by stealing or defacing, or altering computer files belonging to another student.

Plagiarism

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Sidney Community Schools. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism is academically dishonest as well as an ethical offense. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote individual academic growth. It may prevent further instruction in areas of weakness and interfere with the student's ability to reach his/her potential.

Plagiarism may be defined as using and representing the words or ideas of another, in whole or in part, as one's own. Any use of outside sources without proper acknowledgement will be seen as an intent to deceive by plagiarism. It will be presumed that students who allow their work to be plagiarized also do so with the intent to

deceive. Plagiarism applies to words or ideas taken without proper acknowledgement from any source—from published material, from any Internet site, from any material written by another person, from any electronic medium, or from any other source that is not the student's own creation.

Plagiarism includes, but is not limited to, the following examples:

- ❖ Taking someone else's assignment or portion of an assignment and submitting it as your own.
- ❖ Submitting material word for word from any outside source without proper acknowledgement. This applies to the use of an entire paper, entire sections or paragraphs, or exact words and phrases.
- ❖ Paraphrasing ideas from an outside source without proper acknowledgement.
- ❖ Submitting purchased papers as your own.
- ❖ Submitting in whole or in part an assignment written for another course.
- ❖ Supporting plagiarism by providing your work to others, whether or not you believe it will be copied.

Consequences of Cheating and/or Plagiarism:

The teacher will investigate the matter with the student(s) involved. The teacher will then communicate the outcome of the investigation to the building principal. If it is determined that cheating and/or plagiarism has occurred, the following consequences will apply and/or referral will be made to the Committee on Academic Integrity. If the use of school technology is involved, the Technology Acceptable Use Policy may also be enforced. If two or more parties are involved, the consequences will apply equally to all parties. No distinction will be made between those who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty and those students who access or receive the material and/or aid.

First Offense of the School Year

- The teacher will file a report with the building administrator, a copy of the report will be placed in the student's file, and the teaching staff will be notified.
- Parents/guardians will be notified and a copy of this notification will be placed in the student's file.
- No credit will be given for the work (the student(s) receives a zero).
- The National Honor Society advisor will be notified.

Second Offense of the School Year

- The teacher will file a report with the building administrator, a copy of the report will be placed in the student's file, and the teaching staff will be notified.
- Parents/guardians will be notified and a copy of this notification will be placed in the student's file.
- No credit will be given for the work (the student(s) receive a zero), and the student(s) will serve one day of in-school suspension.

Third Offense of the School Year

- The teacher will file a report with the building administrator, a copy of the report will be placed in the student's file, and the teaching staff will be notified.
- Parents/guardians will be notified and a copy of this notification will be placed in the student's file.
- The student(s) will receive a 69% (F) or the actual percent the student(s) has earned for the quarter, whichever percent is lower.

Committee on Academic Integrity

The teacher, in consultation with the building administrator, may refer the incident to the Academic Integrity Committee by completing a written request for a hearing. All copies of information and written work pertinent to the charge will be provided to the committee. Reasons for such a referral may include:

- ❖ Denial by the student(s) of the charge of cheating and/or plagiarism.
- ❖ Several students are involved in the infraction and the scope of the investigation is beyond the capacity of the teacher to investigate.
- ❖ Other criteria warrant a broader investigation of the charge.

Upon receiving a referral, the Academic Integrity Committee will:

- Hold a hearing and investigate the charges of cheating/plagiarism.
- In order to assure a student's due process rights, the counselor and parents/guardians of the student will be informed prior to the hearing.
- The student will have an opportunity to appear and may be accompanied by a counselor and/or parent/guardian.
- The committee will interview other staff or students related to the inquiry.
- The disciplinary consequences and outcome of the hearing will be outlined in writing to the student, counselor, and parents/guardians.
- In all cases where a student has been found to have cheated/plagiarized, a formal letter will be placed in the student's file describing the action and confirming the consequence(s) given out by the school.
- The due process rights of students will always be ensured.

The Academic Integrity Committee will make the final decision concerning consequences which may have greater severity than those listed above.

Standing Committee on Academic Integrity

The Committee on Academic Integrity will be a standing committee. It will be formed in the spring of every year to begin its service in the fall of the next school year. Members shall serve for one year. The committee will consist of five members: one administrator and four classroom teachers (each from a different academic area). Decisions of the committee may be appealed within three (3) school days and may be made only on the basis of new evidence.