

## 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. Cheating, plagiarizing, and examination fraud constitute academic misconduct.

Cheating consists of, but is not limited to:

1. Referring to unauthorized notes or devices during a quiz or test (this may include, but not be limited to, the use of Cliffs Notes, crib sheets, personal notes, and/or electronic inscriptions);
2. Obtaining copies of a test or information about the contents of a test without the teacher's knowledge;
3. Altering a grade after a test;
4. Changing and/or falsifying a grade in the district's and/or a teacher's written or electronic grade record;
5. Looking at another student's quiz or test for purposes of obtaining answers or information;
6. Assisting another student to cheat.

Plagiarism consists of copying, summarizing or paraphrasing information (another's thoughts, words, images or sounds) without giving credit to the original source, generally in essays, papers, projects and reports. It may be a few borrowed words or paragraphs, background information that is not acknowledged, or an entire paper or project obtained from another, downloaded from the Internet, or purchased from a paper mill.

Examination fraud, where an examination is under the authority of the Board of Regents of the New York State Education Department, includes:

1. The use of unfair means to pass an examination
2. Giving aid to, or obtaining aid from, another person in any examination
3. Alteration of any Regents passcard or other credential
4. Intentional misrepresentation in connection with examinations and credentials.

Teachers, administrators and any other member of the district staff shall *promptly* report any suspected violations of this policy to the building principal, director, superintendent, or his/ her designee.

## **Academic Integrity (Continued)**

### 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 test
- Parental notification
- 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

#### 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.

**Academic Integrity (Continued)**

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.

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

Adopted: October 24, 2016

Revised: August 27, 2018