

## **Georgetown Independent School District GUIDELINES ON ACADEMIC INTEGRITY**

*Georgetown ISD Policy: EIL (Local) – Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and/or grade penalties on assignments or tests. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.*

**The goal of the Georgetown Independent School District is to create a community of learners who exhibit high moral values and to instill a culture of academic integrity throughout the district. Academic integrity is the core set of values and principles that comprises the very foundation of the teaching and learning environment.**

This guideline applies to any and all student experiences in which academic credit may be earned. Students and parents will be asked to sign an acknowledgement of these guidelines and affirm that academic dishonesty will not be tolerated. In addition, these guidelines apply to all State assessments.

**Academic Integrity** - *Georgetown ISD believes in modeling and teaching 21st Century skills to GISD students through experience. Academic integrity is the core set of values and principles that comprises the very foundation of the teaching and learning environment. The development of experiences in the school setting should be designed to translate the principles of honesty, hard work, and responsibility into personal qualities, habits, attitudes, and dispositions relevant to the futures and careers of our students. It is in owning and cultivating these qualities that impeccable character and leadership skills develop, thereby preparing our students for a global 21st Century society.*

As part of the Framework for 21<sup>st</sup> Century Learning initiative, students are responsible for learning and upholding ethical academic standards of research, writing, assessment and coursework. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of academic ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonesty or unethical behavior, is strictly prohibited. A breakdown of behaviors that constitute academic dishonesty is presented below. The list is not comprehensive or all-inclusive. Questions regarding these guidelines should be directed to the campus principal.

Students may also be asked to certify on assignments/major projects/exams that the work submitted is 100% the work of the student submitting the material for a grade. Students will be asked to acknowledge “I have acted with honesty and integrity in producing this work and I am unaware of anyone who has not”.

## **Academic dishonesty includes:**

**Cheating on Academic Work** - Cheating is using or attempting to use materials, information, notes, study aids, or other assistance which have not been authorized by the instructor in any type of examination or evaluation.

### Clarification:

1. Students completing any type of examination or evaluation are prohibited from looking at another student's materials and from using external aids of any sort (e.g., cell phones, books, notes, calculators, and conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
4. Students may not in whole or part share information regarding tests or assignments (including homework) with other students, through any means, unless prior approval is given by the teacher.

**Plagiarism** - Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person or persons. It also includes the presentation of the work, ideas, representations, or words of another person or persons without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue; students will have plagiarized in any situation in which their work is not properly documented. This prohibition includes, but is not limited to, the use of books, papers, reports, projects, and other such materials prepared by someone else.

### Clarification:

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

**Fabrication, Forgery and Obstruction** - Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out of classroom experiences. Forgery is the imitating or counterfeiting of images, documents, signatures, and the like. Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

### Clarification

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated work.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to campus officials.

4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, or mutilation of resources so as to deprive others of their use.

**Complicity** - Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification:

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to a teacher.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the teacher.

**Computer Misuse** - Misuse of computers may be disruptive, unethical, or illegal. This includes any actions which violate the GISD Technology Acceptable Use Plan.

Clarification:

1. Students may not use the district's computer systems in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.
3. Students may not use district computer resources to engage in illegal activity, including but not limited to the following: illegally accessing other computer systems, exchanging stolen information, or violating copyright agreements which involve software or any other protected material.

### **Sanctions for Violations of the GISD Guidelines on Academic Integrity**

In cases involving violation of the GISD Guidelines on Academic Integrity, determination of the student's grade and initial disciplinary action are made by the teacher. After appropriately addressing the issue, a teacher *must* complete a disciplinary referral; however, he or she may note on the referral that *No Further Action* is required. Serious and persistent violations will be addressed by the campus administrator. Academic consequences will include a disciplinary referral and parent phone call. Additional sanctions may also be added, such as a reduction of the grade or a zero grade. Teachers will follow the Georgetown ISD Board-adopted Grading Guidelines posted at [www.georgetownisd.org](http://www.georgetownisd.org). The teacher's determination regarding academic dishonesty can be appealed by the student to their associate/assistant/campus principal.

Disciplinary/Teacher Actions (may include, but are not limited to):

- Opportunity to re-do assignment with grade reduction
- Detention
- Noted on discipline record
- Saturday Detention
- Conference with the Assistant Principal
- Noted on discipline record

### **Administration Sanctions for Violations of the GISD Guidelines on Academic Integrity**

Sanctions by administration may include more severe consequences and could include sanctions such as removal (or suspension) from organizations such as the National Honor Society, Student Council, or other student leadership positions. Actions that involve collusion and/or theft of tests or teaching materials may result in suspension or other disciplinary actions to be determined by the building principal. A pattern of cheating

behavior may result in suspension or assignment to the DAEP. Principal decisions regarding academic dishonesty cannot be appealed beyond the campus level. The administration will follow the Georgetown ISD Code of Conduct for disciplinary actions, listed in the Georgetown ISD Student Code of Conduct (about Page 6) and also posted to the district website at [www.georgetownisd.org](http://www.georgetownisd.org):

- Verbal correction
- Seating changes
- Parent conferences
- Removal from the classroom
- Contracts to modify student behavior
- Sending the student to the office or other area
- Assignment of school-related tasks or duties
- Other methods and consequences as stated in the Student Code of Conduct
- Demerits
- Confiscation of items
- School Probation
- Restitution or restoration
- Transfer to a different classroom or campus
- Loss or restriction of privileges, participation or membership in co-curricular or extracurricular activities, and seeking or holding honorary positions
- Counseling or mediation
- In-school suspension
- Disciplinary Alternative Education Program (DAEP) recommendation
- Expulsion recommendation
- Consequences identified in co-curricular codes of conduct, constitutions, or bylaws
- Grade penalties permitted by policy
- Detention
- Referral to Student Assistance Intervention Liaison (SAIL)/school counselor
- Removal from graduation ceremonies and related activities
- Saturday School
- Prevention Intervention Program (PIT) for secondary students only

(Other actions may include, but are not limited to):

- Grade reduction
- Disqualification from any honor society or student leadership class/course
- Conference with the Principal
- Zero for task with no opportunity to re-do assignment
- Notification of parent, counselor
- Noted on discipline record
- Loss of grade special privileges indefinitely
- No opportunity to take the AP exam if that class is an AP class
- Denial of membership in Honor organizations and inability to be awarded school or local scholarships or class awards
- Denial of honors or AP course weighting
- Possible police notification if vandalism has occurred in these actions

In cases of serious and/or persistent non-compliance at the secondary level, campus administrators may issue one or two demerits. Demerits may also be given for other violations of the Student Code of Conduct. Students will be offered opportunities to erase up to two (2) demerits through successful completion of PIT (Physical Intervention Training) or a similar program such as Saturday School, tutorials, or community service. Time equivalents for demerit-reducing programs other than PIT must be the same.

### **Process for Handling Alleged Violation of these Guidelines**

Procedures:

Conference with the Student - A conference between the student and the instructor is the first, and may be the only, step in addressing alleged violations of the Guidelines on Academic Integrity. If the teacher has reason to believe that a student has committed a violation of the Guidelines on Academic Integrity, the teacher shall contact the student to notify the student of the suspected violation of the Guidelines on Academic Integrity.

After completing the above process, the teacher will complete a disciplinary referral and submit to the campus principal/assistant principal; however, he or she may note on the referral that *No Further Action* is required. This referral will remain as part of the student's discipline file. The teacher will contact the student's parents.

### **Appeal of an Informal Proceeding**

A student sanctioned for violation of the Guidelines on Academic Integrity may appeal the teacher's decision. The appeal must be submitted in writing to the teacher and to the campus principal not later than three (3) business days after the student has been notified of the teacher's decision. The 3-day timeline begins when the parent is notified. An appeal is made by submitting a written statement of appeal to the teacher and the principal within the time limit. The written statement of appeal must state the name of the person appealing, the basis of the appeal, the name of the teacher making the decision, and the remedy sought. The principal will respond in writing within five (5) days to the person appealing the teacher's decision. *The principal's decision will be final.*