

4325.2R ACADEMIC INTEGRITY & REGULATION

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ACADEMIC INTEGRITY REGULATION

Collaboration

The Manhasset Board of Education believes in the value of collaborative work as reflective of the goals of a larger society. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures and expectations established by the teacher. Teachers shall guide students in understanding when and what kinds of collaborative efforts are not appropriate.

Definition of 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 may include, but not be limited to, the following:

1. communicating with another student during an examination or quiz;
2. copying material during an examination or quiz;
3. allowing a student to copy from one's examination or quiz;
4. using unauthorized notes or devices (including Cliffs Notes or similar published materials) for any purpose;
5. using unauthorized notes or devices such as personal notes, commonly known as "crib sheets," during a test or quiz;
6. submitting falsified information for grading purposes;
7. obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
8. submitting a paper or project which is not the student's work;
9. copying another person's assignments;
10. allowing another student to copy one's assignment;
11. removing an examination or part of an examination without the knowledge and consent of the teacher
12. impersonating a student to assist the student academically;
13. having another student impersonate the student to assist academically;
14. stealing or accepting stolen copies of tests or answer keys;
15. changing answers and seeking credit on an assignment or examination after the work has been graded or returned;
16. altering a teacher's grading book;
falsifying information for applications (e.g., college scholarships);
17. using computers and programmable calculators in violation of guidelines established by the teacher;
18. using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher;
19. unlawfully copying computer software or data created by others;
20. misusing school computer systems which are used for student, staff or administrative purposes;
21. using unlawful absence or lateness to avoid or postpone tests, deadlines, or other academic responsibilities;
22. lying about the manner in which or the time at which work was submitted; or
23. any other violation intended to obtain credit for work which is not one's own.

Definition of Plagiarism

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, including computer programs, drawings, art work, ideas and/or writings without giving appropriate credit to that person. Types of plagiarism include the rearrangement or rewording of material without documentation, and/or the paraphrasing of a passage without documentation. The faculty recognizes its role in educating the students about this definition. Material taken from another source without adequate documentation may include, but not be limited to, the following:

1. failing to cite with quotation marks the written words or symbols of another author;
2. failing to footnote the author and sources of materials used in a composition;
3. failing to cite research materials in a bibliography;
4. failing to give credit to a person whose materials are used in an oral report;
5. failing to cite an author whose works are paraphrased or summarized;
6. presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or other projects; or
7. copying or paraphrasing ideas from literary criticism or study aids without documentation.

Consequences

The following consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

1. The teacher shall report any suspected incident of academic dishonesty to the student's counselor and the appropriate department head. The department head will confer with the Principal. The department head and the Principal jointly shall decide whether sufficient evidence exists to support a charge of academic dishonesty and/or plagiarism.
2. If such a determination is made, the teacher shall assign the student no credit for the academic work or examination involved or the equivalent of a zero grade on an activity which is not an assignment, examination or a quiz. This grade of 0 will be averaged into the computation of the grade.

Disciplinary Procedures

Students who are charged with academic dishonesty and/or plagiarism shall be referred for additional discipline in conformance with the District's student discipline policy. The following general procedures shall be applied.

First Offense

In general, consequences for a first offense shall include a meeting with the parent(s)/guardian(s). Additional consequences may include, but not be limited to, the following:

1. will work with his/her teachers and counselor to insure the student's academic integrity in all classes);
2. written notification of academic probation by the Principal to the student and his/her parent(s); and/or
3. suspension for one to three days.

Additional Offenses or More Serious Initial Offenses

Additional offenses or more serious initial offenses of academic dishonesty or plagiarism may be dealt with more severely. A serious offense is defined as one for which the child might receive an "X" grade.

Consequences for any offense beyond the first or for a more serious initial offense shall include a meeting with the parent(s)/guardian(s). Additional consequences may include, but not be limited to, the following:

1. suspension for three to five days;
2. extended academic probationary period;
3. notification to the student's college counselor and any faculty members writing a college/university letter of recommendation;
4. no public recognition of the student at any senior honors function;
5. no distinguished scholar recognition (if applicable);
6. no scholarship money granted to the student by the Manhasset SCA Scholarship committee; and/or
7. a withdrawn failing grade from the class in which the additional offense or a serious initial offense occurred and placement in a restricted study hall after withdrawal from the course.

Furthermore, faculty members will have full access to any disciplinary records documenting academic dishonesty or plagiarism for the purpose of writing letters of recommendation.

Recommendation for X Grade

Students who are found guilty by school authorities of one or more of the following offenses may be recommended for an "X" grade (see description below):

1. theft, sales or distribution of any evaluation material including, but not limited to, examinations and/or quizzes, disks, cassette tapes, etc.;
2. breaking into and/or examining a teacher's personal possessions (e.g., desk, files, cabinet, etc.) to obtain or view evaluation instruments;
3. changing and/or falsifying a grade in a teacher's grade book, on the computer or through other school devices used to record student grades;
4. unauthorized possession of an evaluation instrument.

In situations where a course is not involved, a letter would be written and included in the student's file.

"X" Grade

A student, who is found guilty of one or more of the above offenses, may receive an "X" grade for the course to be reported on the permanent record. The "X" designation shall denote no course credit and shall be the equivalent of a failing grade ("F") for purposes of calculating the student's cumulative grade point average.

This "X" grade and its meaning will be reported to all colleges and universities as part of the transcript.

Principal's Letter of Good Conduct

After one year from the date of the infraction, the Principal, at his or her sole discretion, may choose, if the student has maintained an exemplary record of academic honesty, to write a letter which would be included in the student's file attesting to this fact.

Appeal Procedures

The student and his/her parent(s)/guardian(s) may appeal the decision of the Principal to the Superintendent of Schools or his/her designee. The student and his/her parent(s)/guardian(s) may present any evidence or witnesses they choose. The Superintendent will consider the appeal and render a decision. The student and his/her parent(s)/guardian(s) may appeal the decision of the Superintendent of Schools to the Board of Education. The student and his/her parent(s)/guardian(s) may present any evidence or witnesses they choose. The Board of Education will consider the appeal and render a decision.

Formerly Manhasset Regulation #5390-R