

SCHOOL COUNCIL POLICY

Pikeville Independent Schools

Pikeville High School

Policy Type (Check One)

☐ Council Operations

☒ School Operations

POLICY TOPIC DESCRIPTION

ACADEMIC FRAUD POLICY

POLICY STATEMENT

Academic integrity is an essential part of our school achieving its educational goals for students, faculty and the community. High standards of conduct are critical to the development of our school. Therefore, the school expects the students, faculty and the community to adhere to these principles in order to maintain our academic integrity.

Definitions of Academic Dishonesty.

A. Cheating

Unless specifically authorized by an instructor a student may not:

- 1) Intentional use or attempt to use any unauthorized materials, information, or study aids in any academic exercise.
- 2) Use external assistance during any examination. This prohibition includes (but is not limited to) the use of tutors, books, calculators, notes, formula list, cues on a computer, photographs and symbolic representations.
- 3) Direct copying from another student's work, (including but not limited to) homework, a desk paper, project, product, performance, or electronic document or file. However seeking assistance on homework is permitted unless otherwise instructed by teacher.
- 4) Allow others to conduct research or to prepare any work for him or her.
- 5) Knowingly allow another student to copy ones work in a test, project, product, performance or electronic document or file.
- 6) Unauthorized amendment of student records/grades.

B. Fabrication/ Plagiarism

Unless specifically authorized by an instructor, a student may not:

- 1) Intentionally falsify any information or citation in an academic exercise.
- 2) Intentionally adopt or reproduce ideas, words or statements of another person without acknowledgment.
- 3) Fail to give credit to the originality of others and properly reference the following: quoting another person's actual words; using another person's ideas, opinion or theory; borrowing facts, statistics, or other illustrated material, unless the information is common knowledge.

C. Interference

- 1) A student must not steal, change, destroy or impede another person's work. Impeding another student's work is (but not limited to) theft, defacement, or mutilation of common resources so as to deprive others from the information they contained.

D. Penalties and Procedures

Teachers will report all instances of academic fraud to parents and to the administration. Students will receive reduced or no credit on the test or evaluation. Refer to the disciplinary code for additional consequences.

1. Any student found in violation of this policy above shall be subject to the following discipline.

a. First offense:

- 1) Reduced or no credit will be given on the test or evaluation (teacher discretion)
- 2) The incident will be documented and filed on the student's record.

- 3) The teacher will report the incident to the child's parents.
- 4) Detention

b. Second offense:

- 1) Reduced or no credit will be given on the test or evaluation (teacher discretion).
- 2) The incident will be documented and filed in the student's record.
- 3) The teacher will report the incident to the child's parents.
- 4) Teacher's, administrator designee, and parent conference.
- 5) In school detention

c. Third offense:

- 1) No credit will be given on the test or evaluation.
- 2) The incident will be documented and filed in the student's record.
- 3) The teacher will report the incident to the child's parents.
- 4) Teacher, administrator designee, and parent conference.
- 5) Short term suspension.

d. Subsequent offenses:

- 1) No credit will be given on the test or evaluation.
- 2) The incident will be documented and filed in the student's record.
- 3) The teacher will report the incident to the child's parents.
- 4) Teacher, administrator designee, and parent conference.
- 5) Short or long term suspension.
- 6) Subject to be banned from any and all extracurricular activities for the remainder of the semester. If violation occurred during a semester test, ban from all extracurricular activities would be for the following semester.

E. Application of Policy

Incidences of academic dishonesty and related discipline will accumulate throughout the student's academic career, as set out herein. Incidences will be accumulative through grades seven and eight. All grade nine students will be given a clean record, but all incidences thereafter will accumulate for grades nine through twelve. If more than one incident occurs in a single day they will all be treated as one incident.

F. Implementation

A faculty or staff member who observes academic dishonesty or has other evidence that a student has committed an act prohibited by this policy shall report it to the teacher. The teacher shall determine if a violation has occurred. If it is determined that an incidence of academic dishonesty has occurred, the teacher shall notify the parents in writing within two school days of the incident. A copy will be filed in the principal's office. No penalty shall be imposed until the student and his or her parents have been informed of the charge, and of the evidence upon which it is based. After such notice, if the faculty member finds by preponderance of evidence that the student is in violation of this policy, he or she may assess the penalty for first offense. The teacher and administrative designee shall determine any discipline resulting from a second or subsequent offense. All discipline actions will be decided within three (3) school days after notice to the parents.

Date Adopted: April 26, 2004

Michael Rowe
Council Chairperson