

Students

Student Honor Code: Cheating/Plagiarism

The Stafford Public Schools continually strive for academic excellence. Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of the District.

This policy focus on two common areas of academic dishonesty: cheating and plagiarism as defined as follows.

Cheating is defined as, including but not limited to, the following:

1. Lending and/or copying or attempting to copy from another student's homework, quiz, test, essay, lab report, project, assignment, etc
2. Accessing information for the completion of assessments through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Attempting to obtain/attainment of test questions and/or copies of tests outside the classroom setting.
4. Altering or interfering with grading (forging signatures, changing, or inserting answers on work after grading).
5. Allowing another student to copy answers during a test situation or verbally disclosing answers to another student.
6. Collaborating with other students on an assignment in direct violation of teacher's instructions.
7. Using books and electronic information in generating an assignment or during an assessment in direct violation of teacher's instructions.

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
2. Paraphrasing the source without proper citation.
3. Failure to cite correct page numbers.
4. Copying stories, in whole or part, which appear in books, magazines, television, or video.
5. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic/digital image, or graphic symbol without citing the source.
6. Submitting papers written in whole or part by someone else, including the Internet.
7. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
8. Submitting a paper purchased from a research or term paper service, including, but not limited,

to the Internet.

A student who engages in any form of academic dishonesty may be subject to the loss of credit for the work in question, as well as other disciplinary measures.

(cf. [5114](#) – Suspension/Expulsion)

(cf. [5121](#) – Examination/Grading/Rating)

(cf. [5144](#) – Discipline/Punishment)

Legal reference: Connecticut General Statutes

[10-221](#) Board of education to prescribe rules, policies and procedures.

Policy adopted: January 23, 2012

5121.3

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The mission of Stafford Public Schools calls for all members of the school community to act with integrity. Cheating and plagiarism are academically dishonest as well as an ethical offense. The act of cheating violates our expectation that students exhibit ethical behavior as expressed in their academic work and will not be tolerated.

Academic Integrity Panel

This panel 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 panel shall consist of one administrator, three classroom teachers (each teacher to be from a different academic department) and a member of pupil services.

Cheating

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

1. Obtaining test or quiz materials prior to assessment without the instructor's knowledge.
2. Inappropriate use of graphing calculators, programmable watches, mobile phones, and other computer or electronic devices.
3. "Sharing" student work that should be individually/independently produced.
4. Using "cheat sheets" during test situations.
5. Substituting another source such as commercially produced study guides, in place of completing an assignment.
6. Discussing information about a quiz or test with students who have not completed the assessment.

Range Of Consequences for Cheating

1. A grade reduction on the assignment in question.
2. A grade of zero (0) for the assignment in question.
3. A report shall be made to the principal who will determine if other notifications are required

(i.e. National Honor Society, coaches, etc.)

4. For subsequent occurrence in any course, the student will be referred to the Academic Integrity Panel for further consequences including, but not limited to, removal from course and loss of credit.
5. In unusual situations, the Principal reserves the right to administer alternate consequences beyond the identified range.

Investigation/Appeal Procedure – Cheating

A. Teacher/Department Chairperson

When a teacher has reason to believe that cheating has occurred, the following steps will be taken:

1. The teacher will investigate the matter with the student(s) involved.
2. The teacher will communicate the outcome of his/her investigation to the immediate supervisor/department chairperson and the principal. The teacher, in consultation with the department chairperson, may decide to issue a consequence and will communicate this decision to the principal after which the student, his/her parents, as well as the guidance counselor will be notified in writing. This letter will be placed in the student's file.
3. If a parent/student wishes to appeal the teacher's consequence, the Academic Integrity Panel will be convened to review the matter. The request for appeal must be in writing. Upon request of a hearing, the teacher will forward copies of all pertinent information and written work to the Academic Integrity Panel prior to the appeal hearing.

B. Academic Integrity Panel

1. Upon receiving request for an appeal of a teacher's consequence, the Academic Integrity Panel will hold a hearing and investigate the charges of cheating.
2. In order to assure a student's due process rights, the counselor and parents of the student/subject of the cheating will be informed prior to the hearing.
3. During the appeal process, the student will have an opportunity to appear and may be accompanied by a parent and/or counselor before the panel to shed light on the charges.
4. The panel may interview other staff or students related to the inquiry.
5. The disciplinary consequences and outcome of the hearing will be delineated in writing to the student, counselor, principal, and parents/guardians by the Academic Integrity Panel.
 1. In all cases where a student has been found to have cheated, a formal letter will be placed in the student's file, describing the action and confirming the consequence(s).
 2. The due process rights of students will always be ensured.
 3. The Academic Integrity Panel will make a decision concerning consequences on any case brought forward. The Panel may affirm the teacher/department chairperson's consequence or institute consequences with lesser or greater severity. A parent/guardian/student may only request that the Panel reconsider its decision based on new evidence within three school days of the Panel's decision.

Plagiarism

Levels of Plagiarism

A *Level I* occurrence would involve the student's use of phrases or a few lines of text or a paragraph without proper citation. Most of the student's work is still his or her own.

Level II plagiarism is more serious. It involves the student's use of multiple paragraphs of someone else's work and/or the use of someone else's ideas without the proper attribution and/or repeated paraphrasing without proper attribution. While some of the work is the student's own, it is clear that significant portions of the student's work are not his/her own.

Level III most, or all, of the student's work is not his or her own.

Level IV plagiarism occurs when the student has plagiarized, in any way, for the second time.

Range of Consequences for Plagiarism

1. A grade reduction on the assignment in question.
2. A grade of zero (0) for the assignment in question.
3. A report shall be made to the principal who will determine if other notifications are required (i.e. National Honor Society, coaches, etc.).
4. For subsequent occurrence in any course, the student will be referred to the Academic Integrity Panel for further consequences including, but not limited to, removal from course and loss of credit.
5. In unusual situations, the principal reserves the right to administer alternate consequences beyond the identified range.

Investigation/Appeal Procedure – Plagiarism

A. Teacher/Department Chairperson

When a teacher has reason to believe that plagiarism has occurred, the following steps will be taken:

1. The teacher will investigate the matter with the student(s) involved.
4. The teacher will communicate the outcome of his/her investigation to the immediate supervisor/department chairperson and the principal. The teacher, in consultation with the department chairperson, may decide to issue a consequence and will communicate this decision to the principal after which the student, his or her parent(s)/guardian(s), as well as the guidance counselor will be notified in writing. This letter will be placed in the student's file.
2. If a parent/guardian/student wishes to appeal the teacher's consequence, the Academic Integrity Panel will be convened to review the matter. The request for appeal must be made in writing. Upon request of a hearing, the teacher will forward copies of all pertinent information and written work to the Academic Integrity Panel prior to the appeal hearing.

B. Academic Integrity Panel

1. Upon receiving a referral, the Academic Integrity Panel will hold a hearing and investigate the charges of plagiarism/cheating.

2. In order to assure a student's due process rights, the counselor and parents of the student/subject of the plagiarism charge will be informed prior to the hearing.
3. The student will have an opportunity to appear and may be accompanied by a parent and/or counselor before the panel to shed light on the charges.
4. The panel may interview other staff or students related to the inquiry.
5. The disciplinary consequences and outcome of the hearing will be delineated in writing to the student, counselor, principal, and the parent/guardian by the Academic Integrity Panel.
6. In all cases where a student has been found to have plagiarized, a formal letter will be placed in the student's file, describing the action and confirming the consequence(s).
7. The due process rights of students will always be ensured.
8. The Academic Integrity Panel will make the final decision concerning consequences on any case brought forward. The Panel may affirm the teacher/department chairperson's consequence or institute consequences with lesser or greater severity. A parent/guardian/student may only request that the Panel reconsider its decision based on new evidence within three school days of the Panel's decision.

(cf. [5114](#) – Suspension//Expulsion)

(cf. [5121](#) – Examination/Grading/Rating)

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Regulation approved: January 23, 2012