



Academic Integrity Policy Lubbock High School



As a result of a cheating scandal in one of its government classes in February of 2012, Harvard forced approximately seventy students to withdraw from the university, and another forty were put on academic probation. This is in addition to the average of seventeen students the university usually forces out due to academic dishonesty each year. Universities across the country have policies in place that provide consequences, such as failed courses, suspension, or expulsion, for students who fail to live up to the academic standards of that institution. As such, the following policy regarding academic integrity at Lubbock High is now in effect.

Definitions

Each student will be asked to sign an Honor Code that defines the major forms of academic dishonesty and the consequences for participating in any of these acts. Listed below are the definitions of the different types of academic dishonesty.

- **Cheating** includes, but is not limited to:
 - copying from another student's test paper, project, or other assignment;
 - use or possession of materials that are not authorized by the person giving the test, project, or other assignment, including but not limited to class notes, calculators, electronic devices, and specifically designed cheat sheets, textbooks, cell phones or other electronic devices, etc.;
 - providing aid or assistance to or receiving aid or assistance from another student or individual, without authority, in conjunction with a test, project, or other assignment;
 - discussing the contents of a test with another student who will take the test;
 - using, buying, stealing, transporting, soliciting, or coercing another person to obtain answers to or information about an unadministered test, project, or other assignment.
- **Plagiarism:** representing *as your own work* any material that was obtained from another source, regardless how or where you acquired it.
 - Borrowed material from written works can include entire papers, one or more paragraphs, single phrases, or any other excerpts from a variety of sources such as books, journal articles, magazines, downloaded Internet documents, purchased papers from commercial writing services, papers obtained from other students (including homework assignments), etc.
 - By merely changing a few words or rearranging several words or sentences, you are not paraphrasing. Making minor revisions to borrowed text amounts to plagiarism. Even if properly cited, a "paraphrase" that is too similar to the original source's wording and/or structure is, in fact, plagiarized.
- **Collusion:** working with another person on an assignment for credit *without the instructor's explicit permission to do so*.
- **Misrepresenting Facts:** providing false information to postpone an exam or obtain an extended deadline for an assignment and lying on applications for awards or other non-class-related activities that affect your high school diploma or transcript (ex: NHS points, CAS for IB students).



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- **Multiple Submissions:** submitting essentially the same written assignment for two courses without authorization to do so.

Definitions are from the University of Texas' Academic Honesty webpage.

Consequences

There are three levels of consequences which escalate with each subsequent infraction. The levels will **follow a student throughout his/her high school career** at Lubbock High School, across content areas.

First Offense:

- The student receives a zero for the assignment
- Parents will be contacted by the teacher.
- Academic Dishonesty Referral submitted to principal. Principal logs first offense for cheating and warns student about the cheating policy and consequences.

Second Offense:

- The student receives a zero for the assignment
- Parents are contacted by the teacher and by the student's alpha principal.
- Academic Dishonesty Referral submitted to principal. Principal logs second offense for cheating and warns student about the cheating policy and consequences. Principal notifies alpha team of 2nd incidence.
- Three days ISS.
- Student becomes ineligible for the National Honor Society and any elected position, including, but not limited to, class officer, student council officer, teen of the month, All Westerner, Who's Who, Cheerleader, Rough Rider, etc. If a second offense occurs prior to the student's Junior year, the student is not eligible for admission to the IB program. Sponsors of organizations are responsible for submitting candidates to the alpha teams to determine eligibility based on the student's discipline record, which will include Academic Dishonesty Referrals.

Third Offense:

- The student receives a zero for the assignment
- Parents are contacted by the student's alpha principal
- Academic Dishonesty Referral submitted to principal. Principal logs third offense for cheating and discusses with student the cheating policy and consequences. Principal notifies alpha team of 3rd incidence.
- Student is immediately removed from all weighted classes, if applicable. For applicable 9th-11th graders, transfer to Lubbock High School is revoked at the end of the year. For seniors, the counselor will report repeated infractions to the other counselors and the student's current teachers. In addition, the student will be ineligible for Honor or High Honor Graduate status.
- Student is suspended for one day and will be assigned 5 days of ISS.

Appeals

For students or parents who desire to appeal the decision of the teacher, principal, or committee, the appeals process is as follows:



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First Offense Appeal: The student and his/her parents will schedule a conference with the student's principal and the teacher in question. Appeal of this decision will follow the LHS Administrative Appeals process to the Associate Principal and finally to the Principal. The decision of the Principal is final for a first offense.

Second Offense Appeal: The appeal process for a first offense will be followed. If the decision of the Principal is to be appealed, the student and his/her parents will appear before the Academic Integrity Committee. This committee will be comprised of five teachers: one from each of the core areas and one elective teacher, a principal, and a counselor. The committee will be provided with documentation and statements from the related teacher(s) and principal. Additionally, the student **must** submit a written statement, in the form of an essay, discussing his/her versions of events and rationale for appeal. This statement must be submitted to his/her principal a minimum of one week before the appeal committee meets. The decision of the Academic Integrity Committee is final for a second offense.

Third Offense Appeal: The student and his/her parents will follow the appeals process for the first and second offenses. If the student and parent wish to appeal decision of the Academic Integrity Committee, a secondary appeals committee will be convened. This committee will be comprised of the five Campus Academic Leaders for LHS, the Principal and a representative from Lubbock ISD Central Office.

Responsibilities of Involved Parties

Responsibilities of Student

- Read and gain a clear understanding of the different types of academic dishonesty in order to avoid them.
- Give oneself enough time to adequately complete assignments so that the temptation to cheat is not present.
- Make sure that you do not look at other students or their work while testing. Make sure that your paper cannot be seen during a test.
- Do not talk or use electronics during a test, even if you are finished.
- Do not discuss a test or quiz with other students until all students have taken the assessment. This includes students from other classes, not just your own.
- Do not work with other students unless your teacher has made it clear that this is allowed; do not copy someone else's homework and do not let someone else copy your homework.
- Make sure you know how to cite or paraphrase correctly to avoid plagiarism.
- Make teachers aware of instances of cheating if you know about them.



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Responsibilities of Teacher

- Educate all students on the Academic Integrity Policy as well as the definitions of the different types of academic dishonesty, as well as any class-specific procedures (ex: cell phone usage).
- Put Academic Integrity Policy on syllabus and require students to sign honor code at the beginning of the year. (If a student refuses to sign the Honor Code, (s)he may not enroll in LEAP classes.)
- Enforce the policy equally among students.
- Test on assigned days as to not overload the students. Keep a calendar so that students know ahead of time what will be expected of them.
- Fill out academic dishonesty referrals for all infractions.
- Keep clear documentation and provide documentation and a statement of events as needed to principal and appeal committee for the duration of a student's academic career at Lubbock High School.

Responsibilities of Administration

- Read and gain a clear understanding of the definitions of academic dishonesty and Academic Integrity Policy.
- Track offenses of students in his/her alpha group across all classes.
- Provide documentation of conference, as applicable, to appeal committee.
- Publish Academic Integrity Policy on the Lubbock High website.

Responsibilities of Parents

- Remind students about core values and the importance of integrity in regard to academics.
- Support students' effort as opposed to grades. Feeling excessive pressure to succeed can increase a student's likelihood to seek outside sources for "help" on assignments.
- Know what is being required of students. Keep track of assignments, calendars, etc. so that support can be provided for your child in his/her academics. Be mindful of tasks such as essays or projects that may take an extended amount of time to complete.

Sources

The Academic Integrity Committee referenced and/or quoted information from the following sources to create this policy.

Garland High School. "GHS Honor Code 2013"; "IBO Honor Code"

Palo Alto High School. "Academic Honesty Policy" <http://www.paly.net/academics/academic-honest>

Perez-Pena, Richard. "Students Disciplined in Harvard Scandal." *New York Times*. 2 February 2013. Web.

Stephens, Jason M. and David B. Wangaard. "Teaching for Integrity: Steps to Prevent Cheating in Your Classroom" *The School for Ethical Education*. Accessed June 19, 2013. <http://ethicsed.org>

University of Texas. "What is Academic Dishonesty?" http://deanofstudents.utexas.edu/sjs/acadint_whatish.php