

Section A - Introduction

The Board of Education has directed the staff to instruct students in the distinction between honest and dishonest work, to encourage honest work, and to penalize dishonest behavior. The following procedures are intended to accomplish these aims.

Section B - Definition of Academic Dishonesty

Academic dishonesty includes such infractions as:

1. Obtaining a copy of tests or scoring devices.
2. Accepting a copy of tests or scoring devices.
3. Copying another student's answers during an examination.
4. Providing another student answers to or copies of examination questions.
5. Having another person impersonate the student to assist the student academically.
6. Impersonating another student to assist the student academically.
7. Representing as one's own work the product of someone else's creativity.
8. Using, or having available for use, notes, electronic or telecommunication devices, or other unpermitted materials during "closed book" examinations.
9. Duplicating any portion of another student's homework, paper, project, laboratory report, take-home examination, electronic file or application for submission as one's own work, other than for a teacher-approved collaborative effort.
10. Having someone other than the student prepare any portion of the student's homework, paper, project, laboratory report, take-home examination, electronic file or application, other than for a teacher-approved collaborative effort.
11. Permitting another student to copy any portion of another student's homework, paper, project, laboratory report, take-home examination, electronic file or application other than for a teacher-approved collaborative effort.
12. Using any portion of copyrighted or published material, including but not limited to electronic or print media, without crediting the source.
13. Any other action intended to obtain credit for work not one's own.

Section C - Informing Students and Parents About the Academic Dishonesty Policy and Procedures

1. The principals will include a copy of the Academic Dishonesty Policy and Procedures in the Student Handbook and in the Faculty Handbook.
2. Thereafter, within ten days of the start of the school year, the principals will have Appendix A of these procedures read to each student enrolled in their schools.

Section D - Administering Policy Infractions

1. Teachers who discover an act of dishonesty by one of their students will:
 - a. Inform their instructional supervisor of the nature of the infraction.
 - b. Assign the student a failing grade for the assignment involved in the infraction.
 - c. Inform the student of the penalty for the infraction, the seriousness of the offense, the potential consequences of future infractions, and the procedures for appealing the penalty.
 - d. Complete a Referral Form and distribute copies of the form to the student, the student's parents, the student's counselor, and the dean of students.
 - e. Telephone the student's parents and inform them of the infraction, the penalty, and the appeals procedure. (The telephone call may be made by the instructional supervisor.)
2. In those cases involving flagrant or repeated offenses, including revocation of privileges under the Code of Conduct, the teacher will complete a Referral Form and will submit the form, through the teacher's instructional supervisor, to the office of the dean of students. The Referral Form will include a recommended penalty. The dean will review the incident and make a decision concerning the alleged infraction. If the charges are found to be valid, the dean will:
 - a. Assign the student one or more of the following penalties:
 - i. A failing grade for the assignment,
 - ii. A failing grade for the grading period,
 - iii. A failing grade for the semester,
 - iv. Removal of academic honors and privileges.
 - v. In some cases of flagrant or continuing infractions, the Dean may recommend the case to the Multi-Disciplinary Review Committee for disposition in accordance with the Procedures of Policy 8410: Disciplinary Action Relative to Student Misconduct.
 - b. Notify the teacher, instructional supervisor, student, the student's counselor, and the student's parents of the infraction, the penalty, and the procedures for appealing the penalty. The dean will also arrange for a conference with the student and the student's parents to appraise them of the seriousness of the offense and the potential consequences of future infractions.

- c. If the infraction is discovered by a staff member other than the student's teacher, that staff member will inform the student's teacher of the nature of the infraction. The student's teacher will follow the procedure described in Section D of these Procedures.

Section E - Appeal Procedures

1. Should the parents or the student desire to appeal a decision by the student's teacher, they must submit to the dean of students a request in writing within three school days following the receipt of notice of the teacher's decision. The appeal may contain a request to the principal to suspend the penalty pending the resolution of the appeal.
2. Should the parents or the student desire to appeal a decision by the dean of students, they must submit to the chairman of the Academic Dishonesty Hearing Committee a request in writing within three school days following the receipt of notice of the dean's decision. The appeal may contain a request to the principal to suspend the penalty pending the resolution of the appeal.
3. An Academic Dishonesty Hearing Committee will be appointed by the principal and will consist of one student, one teacher, and one associate principal, who will chair the committee. Committee members will be appointed at the start of each school year and will serve for one school year.
4. The Committee will call upon the teacher, the instructional supervisor, or the dean to present the incident. The student will be called to explain his/her side of the incident and to answer questions of the Hearing Committee. The parents will be encouraged to attend the hearing. After all facts have been reviewed by the Committee, the Committee will meet in executive session to determine the disposition of the case. The Committee's decision will be communicated to the student, parents, instructional supervisor, the principal, and the teacher by the Committee chairman.
5. Should the parents or the student desire to appeal a decision by the Hearing Committee to the Board of Education, the parents or student must submit to the superintendent a request in writing within three school days following the receipt of notice of the Committee's decision.

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Glenbrook High School District #225**APPENDIX A: STATEMENT TO STUDENTS**

During the school year, your learning will be measured by taking tests and quizzes, writing papers, and completing projects. The grades you receive from your teacher for these efforts should inform you how much you have learned from the course. Each year there are some students who try to improve their grades by cheating. Some examples of cheating are listed below:

1. Obtaining a copy of tests or scoring devices.
2. Accepting a copy of tests or scoring devices.
3. Copying another student's answers during an examination.
4. Providing another student answers to or copies of examination questions.
5. Having another person impersonate the student to assist the student academically.
6. Impersonating another student to assist the student academically.
7. Representing as one's own work the product of someone else's creativity.
8. Using, or having available for use, notes, electronic or telecommunication devices, or other unpermitted materials during "closed book" examinations.
9. Duplicating any portion of another student's homework, paper, project, laboratory report, take-home examination, electronic file or application for submission as one's own work, other than for a teacher-approved collaborative effort.
10. Having someone other than the student prepare any portion of the student's homework, paper, project, laboratory report, take-home examination, electronic file or application, other than for a teacher-approved collaborative effort.
11. Permitting another student to copy any portion of another student's homework, paper, project, laboratory report, take-home examination, electronic file or application other than for a teacher-approved collaborative effort.
12. Using any portion of copyrighted or published material, including but not limited to electronic or print media, without crediting the source.
13. Any other action intended to obtain credit for work not one's own.

Cheating is dishonest, degrades character and reputation, and impedes individual learning. Students who have been found cheating may expect to receive a failing grade for the test/quiz/project/paper, the grading period, or the semester. Cases of flagrant or repeated offenses, may be referred to the Major Disciplinary Review Committee. See your Student Handbook for a complete copy of the Board of Education Policy and Procedures on Academic Dishonesty.