

Academic Integrity Guidelines & Procedures

The standard of this School District is academic integrity. Therefore, Alamo Heights ISD students shall not engage in academic dishonesty (that includes cheating, and plagiarism).

1.) Cheating is a form of academic dishonesty that deceives or attempts to deceive a teacher with regard to tests and/or assignments that includes but is not limited to:

- talking or using signs and/or gestures during a quiz or test
- copying from another student or allowing the copying of an assignment
- passing quiz or test information to another student
- submitting pre-written writing assignments when such assignments are to be composed in class
- collaborating on an assignment without the permission of the teacher
- utilizing study aids, notes, books, data, or other information, including those from electronic sources when specifically not authorized
- using unauthorized electronic devices during assessment
- exceeding time limits on timed assignments
- committing computer fraud
- sabotaging the projects or work of other students
- offering to sell or trade work
- multiple submissions of the same or significantly similar assignment without prior instructor approval

2.) AHISD applies the University of Oxford's definition of **plagiarism**:

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. (December 12, 2016. <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1>).

The determination that a student has engaged in plagiarism shall be based on the judgement of the classroom teacher, taking into consideration written materials, observation, or information from students (EIA LOCAL). **Plagiarism includes but is not limited to:**

- copying of the language, structure, ideas, and/or thoughts of another and passing off the same as one's own original work
- presenting as new and original an idea or product derived from an existing source
- having a parent or another person write an essay or other assignment
- turning in someone else's work as one's own
- purchasing a pre-written essay or any portion of an essay online
- failing to provide proper documentation
- self-plagiarism, or reusing ideas or phrases that one used in a prior work without citing that prior work

Consequences for Violation of Academic Integrity

Consequences for violations of academic integrity for all offenses (cumulative for AHHS tenure as a student):

After the teacher confers with the student, contacts the parent, and documents the infraction as a disciplinary referral in Eduphoria, the following consequences may include, but are not limited to:

First Offense (consequences must include one or more of the following):

- Redo of assignment/test for partial credit
- Forfeiture of reassessment
- Reduced grade
- Loss of credit for test/assignment

Second Offense

- Any of those listed above and notification to campus honor societies, e.g., National Honor Society, Student Council, etc.
- Reduced conduct grade for nine weeks

Teachers may take into consideration the seriousness of the violation and/or past offenses.

Consequences for violations of academic integrity for the 3rd or more offenses (cumulative for AHHS tenure as a student):

Students committing a 3rd violation of the Academic Integrity Guidelines shall be assigned a minimum of **3 days** of In-School Suspension (See also Student Handbook, Standards of Behavior, Extracurricular Code requiring a removal from extracurricular and co-curricular activity).

Any student who commits any infraction punishable by In-School (ISS) or out of school suspension of 3 days will be removed from all extracurricular and co-curricular activities in which he/she is participating for 30 school days. (In calculating the number of days for removal, actual school days are counted while holidays and summer vacation are not factored in. Therefore, the consequences will carry over to the next semester or school year, if applicable.) Such student will not be able to perform or compete during that 30 school day period. However, such student may be able to attend and/or participate in practices (both during and after school) during their time of suspension, unless the coach, director, or sponsor determines that such participation is or becomes detrimental to the organization.

Academic integrity violations that occur in a Dual Credit course are also subject to the Academic Integrity Policy of those universities.