

# REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** Policy IN  
**Responsible Office:** CHIEF SCHOOL PERFORMANCE OFFICER

## ACADEMIC INTEGRITY

### A. PURPOSE

To provide academic integrity standards to promote academic excellence and enhance student achievement among Anne Arundel County Public Schools students.

### B. BACKGROUND

In order to promote the pursuit of academic excellence and learning, the Anne Arundel County Public Schools expects its students to conform to specific standards of academic integrity. Academic integrity is an integral part of promoting self-respect, trust, student achievement, and positive relationships among all stakeholders in our school community.

### C. DEFINITIONS

The following definitions apply to any reference made in this regulation:

1. Academic Integrity means exhibiting honesty in all academic exercises and assignments.
2. Academic Dishonesty refers to any form of misconduct that occurs in relation to all academic exercises.
3. Cheating is a violation of rules or giving or receiving information in academic, extracurricular, or other school work to gain an unfair advantage over others. Cheating includes, but is not limited to:
  - a. Copying or allowing others to copy, in full or in part, assignments, tests, homework, or projects;
  - b. Unauthorized use of resources for tests, examinations or assessments (i.e. study aids, cheat sheets, notes, books, formulas, calculators, or computers);
  - c. Giving or receiving test information;
  - d. Unauthorized prior knowledge of examinations;

- e. Unauthorized submission of the same assignment or presentation more than once in more than one course; or
  - f. Working collaboratively on independent assignments without teacher authorization.
4. Plagiarism refers to the deliberate presenting of ideas, works, or statements of another as one's own, without acknowledgement of the source. Plagiarism includes, but not is limited to:
- a. Presenting work, language, ideas, or computer programs of another person without proper acknowledgement of source; or
  - b. Downloading, copying, and/or buying work and submitting it as the student's own work.
5. Fraud refers to deliberate deception to secure unlawful gain. Fraud includes, but is not limited to:
- a. Attempting to pass off someone else's work, imagery, or technology as your own;
  - b. Forgery of signatures or tampering with official records; or
  - c. Falsifying scientific or other data submitted for academic credit.
6. Fabrication/Falsification is a form of dishonesty where a student invents or distorts the origin or content of information. Fabrication/Falsification includes, but is not limited to:
- a. Citing a source that does not exist;
  - b. Citing information from a different source than which credit is provided;
  - c. Referencing a bibliography source that was neither consulted nor cited in the body of the paper; or
  - d. Inventing or distorting data or statistical results to support conclusions.
7. Prohibited behaviors that may represent academic dishonesty include, but are not limited to:
- a. Looking at or "viewing" other students' work during tests, examinations, or any other assessment activity;
  - b. Knowingly giving or receiving answers during tests, examinations, or any

- other assessment activity;
- c. Talking during tests, examinations, or any other assessment activity without permission;
  - d. Turning around in seat without permission during tests, quizzes, examinations, or any other assessment activity;
  - e. Passing notes during tests, examinations or any other assessment activity;
  - f. Using unauthorized information stored in calculators or other electronic devices;
  - g. Having information written or stored on the body, clothing, or other objects;
  - h. Having books, notes and /or notebooks open during tests, quizzes, examinations, or any other assessment activity without permission;
  - i. Writing on a test, quiz, examination, or any other assessment activity paper after the test is over, or as the papers are being submitted, in violation of the specific directions of the teacher;
  - j. Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others;
  - k. Providing false information to an instructor concerning a formal academic exercise; e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work;
  - l. Using deceitful practices to improve grades or grades of another student;
  - m. Falsifying data, information, or citations in any formal academic exercise;
  - n. Submitting reports based on falsified or fictitious data or footnotes;
  - o. Copying verbatim or paraphrasing sentences or passages without citing the source; or
  - p. Use of a cell phone, iPod, or other electronic device to record, store, or transmit information from or pertaining to a test, quiz, or assessment.

**D. RESPONSIBILITIES**

- 1. Students are expected to maintain academic integrity with regard to all academic work, assignments, exams, and other assessment activities, and to report apparent violations to appropriate staff.

2. Teachers and school staff are expected to communicate and enforce clear academic integrity guidelines. Affirmation of the importance of academic integrity should be emphasized to students.

#### **E. NOTICE**

1. Students will receive written notification of the Academic Integrity Policy and Regulation.
  - a. Elementary teachers and principals will review the Academic Integrity Policy and Regulation with elementary students at the start of each year to assure that students become familiar with prohibitive behaviors that constitute academic dishonesty. When a student is enrolled after the school year has begun, the assigned teacher shall review the Academic Integrity Policy and Regulation with the new student at the time of enrollment. Whenever elementary students display prohibited behaviors, teachers and principals will take developmentally corrective actions.
  - b. Middle and high school students will be asked in either home room or student advisory to sign an acknowledgement that they have read the Academic Integrity Policy and Regulation at the start of each year, along with a statement pledging that they have read, understand, and will adhere to this Policy and Regulation when submitting all academic work. Copies will be retained at each school's main office.
  - c. Middle and high school students who enroll after the beginning of the school year will be asked in either home room or student advisory to sign an acknowledgement that they have read the Academic Integrity Policy and Regulation, along with a statement pledging that they have read, understand, and will adhere to this Policy and Regulation when submitting all academic work, which will also be retained in the main office.
  - d. Students are responsible for seeking clarification regarding the Academic Integrity Policy and Regulation or its application to a particular assignment.

#### **F. VIOLATIONS**

1. For middle and high school students, violations of the Academic Integrity Policy and Regulation may result in disciplinary action. Consequences for violations may vary according to the severity of the violation and will follow the progressive interventions and discipline as outlined in the Student Code of Conduct.
  - a. Violations of the Academic Integrity Policy and Regulation shall be reported on the Discipline Referral Form as determined by the teacher, and additional disciplinary action may be taken by the administrator as warranted.

- b. Credit may be withheld for an assignment submitted in violation of the Academic Integrity Policy and Regulation.
- c. A student who violates the Academic Integrity Policy and Regulation during a final examination may receive a zero on the examination which may result in failing and/or not receiving credit for the course.
- d. A student who violates the Academic Integrity Policy and Regulation during an Advance Placement or International Baccalaureate examination may receive a zero for the final examination grade for that course which may result in a failing grade or not receiving credit for the course.
- e. Violations of the Academic Integrity Policy and Regulation on state and other standardized assessments shall be reported to the Division of Accountability, Assessment, and Research.
- f. A student who violates the Academic Integrity Policy and Regulation on a state or other standardized assessment may also have the results invalidated as determined by the authorized outside agency if there are improbable test gains, inappropriate collaboration, or breach of security.
- g. Parents will be notified of violations of the Academic Integrity Policy and Regulation.

## **G. ACADEMIC INTEGRITY COUNCIL**

Principals in each middle and high school will establish an Academic Integrity Council consisting of students, parents, and faculty to review the academic integrity of the school's learning environment periodically and make recommendations for changes as necessary.

## **H. COMPLAINTS**

If parents/guardians claim a violation or misapplication of this policy or regulation by school staff, they may utilize Board Policy JCH/902.08, Complaints.

*Regulation History: Developed by Superintendent 5/14/08  
Reviewed by Board of Education 7/9/08  
Issued 7/9/08*

*Note previous regulation history: Replaces AR613 issued on 5/15/02*