

**GALILEO ACADEMY OF SCIENCE AND TECHNOLOGY
ACADEMIC INTEGRITY POLICY**

The act of cheating interferes with positive learning experiences for the student and for the entire Galileo community. Cheating violates the core principle of responsible participation within our academic community by breaking down trust between all school members. (CA Ed Code 233.5: Each teacher will endeavor to impress upon the minds of the pupils the principles of morality, truth, and justice...and to teach them to avoid idleness...and falsehood.)

DEFINITION

Using dishonest, deceptive, or fraudulent means to obtain credit for academic work

CHEATING INCLUDES, BUT IS NOT LIMITED TO:

Level 1 Infractions

- Copying work from another student or allowing others to copy your own (including tests, quizzes, classwork or homework)
- Plagiarizing: plagiarism can range from wholesale copying of words, sentences, or passages from another's work, to using the views and insights of another without acknowledgement.
- The following infractions are also considered cheating:
 1. Copying or allowing another student to copy
 2. Communicating during a test for the purpose of passing along information
 3. Inappropriately using technology (including programmable calculators, cell phones, etc.) to pass along information
 4. Bringing in notes or crib sheets as an aid in closed book tests.
 5. Changing answers after a test is returned
 6. Taking pictures of tests, homework or official documents in an unauthorized manner

Level 2 Infractions (Highest level)

- Changing or altering a grade on an official document
- Stealing tests/quizzes or answer keys
- Digitally altering grades and/or assignment scores

CONSEQUENCES

LEVEL I INFRACTIONS:

- A. *First Offense*
 - 1) Automatic zero on the test/assignment
 - 2) Conference with Student, Teacher, Dean and Counselor
 - 3) Parent conference
 - 4) Letter of apology to teacher
 - 5) Paragraph assigned defining academic integrity
 - 6) Referral sent down to Dean's office to be placed in student's permanent file
- B. *Second Offense-*

As listed from previous offenses, and:

 - 1) One day suspension from class
 - 2) "U" (Unsatisfactory citizenship) for current marking period
- C. *Third Offense*

As listed from previous offenses, and:

 - 1) Student will be suspended 1 to 5 days (CA Ed Code 48900)
 - 2) The incident will be a factor in the future consideration and eligibility of a student applying for awards, honors, organizations and scholarships.
 - 3) The student may receive a grade of "F" for the class.

LEVEL II INFRACTIONS

- 1) The student will be suspended 1 to 5 days (SFUSD Student Handbook)
- 2) Parent conference
- 3) The student may receive a grade of "F" for the class.
- 4) The student will receive a "U" (Unsatisfactory citizenship) for semester
- 5) The incident will be a factor in the future consideration and eligibility of a student applying for awards, honors, organizations and scholarships.

Additional consequences may be added at the discretion of the classroom teacher, dean or administration.

All members (students, faculty, parents, and administration) of the academic community have a responsibility to ensure that scholastic honesty is maintained.

Student responsibilities

- Support the school's guidelines regarding academic policy
- Learn how to attribute work properly by citation, footnote, and bibliography
- Protect academic work—not lend or borrow homework/classwork
- Observe test time limits
- Not look at another's academic work (including tests, quizzes, classwork or homework)
- Not allow his/her school work to be seen
- Not talk during a test, or about the test until all classes have had a chance to take it
- Not represent as his/her own the work of anyone else
- Not change a test item in any way when the test is returned for review
- Not allow one member of a team to do the whole task
- Set aside sufficient time to study
- Participate actively in class and attend regularly
- Not cut class on test days

Faculty responsibilities

- Support the school's guidelines regarding academic policy
- Make the classroom policy known to all students and parents
- Teach and explain what cheating is and how to attribute sources appropriately
- Be specific as to whether work is to be cooperative or individual
- Prepare students for tests
- Inform students if unannounced tests will be used in the course
- Carefully proctor tests
- Secure tests, grade books and online grades
- When suspected cheating for another course occurs in school staff presence, collect any documents and details of the incident and report to the course teacher and/or deans

Parent responsibilities

- Support the school's guidelines regarding academic policy
- Be aware of a student's need for a quiet time and place to study
- Support the student's efforts but not edit, type or in any other way do the work

Administration responsibilities

- Support the school's guidelines regarding academic policy
- Keep a central database on students to track repeating occurrences of cheating
- Stay in communication with faculty members and parents about consequences meted out to students caught violating policy