



Porfirio Herrera No. 6, Ensanche Piantini,
Santo Domingo, D. N. Rep. Dominicana



CIS WE ARE AN
ACCREDITED
SCHOOL



T. 809 562 5262 F. 809 562 5015
www.stgeorge.edu.do

ACADEMIC INTEGRITY POLICY (UPPER SCHOOL)

Students must produce their own work, as committed to by signing the SGS Code of Honor, which includes in its content that: *I will be truthful with my words, deeds and intentions. "I will be honorable in the pursuit of knowledge and will work independently and consciously to maintain a level of achievement that matches my skills. I will honor my commitments and maintain my personal equity and integrity as standards of my behavior".*

Students who engage in academic misconduct will be subject to academic and disciplinary consequences. Academic dishonesty includes, but not limited to:

1. Copy assignments, completely or partially, and present them as their own.
2. Allow others to copy your work to present it as their own.
3. Exchange information with other students (or try to) during a test or exam.
4. Use or possess unauthorized materials, equipment or devices on a quiz, test or exam, or other academic activities for which they are not required.
5. Interrupting a test or exam, or distract another student by creating a disturbance; failure to follow the instructions of the teacher in charge and responsible for the conduct during a test or exam.
6. Plagiarize all or part of another person's work (classmates, internet, books, magazines, etc.) and submit it as their own. If the work or ideas of another person are used, they must be properly cited.
7. Provide work for another class or a class from a previous year; duplicating the same work for various assignments.
8. Invent or fabricate information or data for an assignment.
9. Falsifying grades.

The following process will be used to apply the established consequences for violations of the Academic Integrity Policy:

- The teacher in charge shall inform the student of the violation.
- The teacher in charge will notify, verbally and in writing, the School Principal.
- The Principal will contact the parents to inform them of the incident and explain the disciplinary consequences.
- The Principal will hold a meeting with the parent and student.

The following are the possible consequences of disciplinary actions for violations of a student to the Academic Integrity Policy:

- The student will receive a zero in the assignment, quiz or test; no recovery work is assigned.
- Detention may be considered and the student will be asked and motivated to complete an assignment where he/she reflects on the inappropriate behavior presented.
- The use of computers and other equipment can be temporarily prohibited.
- The student may be suspended from extracurricular activities such as sports, MUN, and others, for a limited time.
- The student may be barred from receiving awards or positions of honor.
- Violations will be recorded in the student's file.

I have read and understand the **SGS Academic Integrity Policy**. I'm aware and understand the consequences involved if I fail to comply.

Student Name

Student Signature

Grade Level _____

Name of Parent

Parent's Signature

Date _____