

Stanton College Preparatory School

Academic Integrity Policy

Overview

Personal pride and integrity are essential to Stanton's dedication to academic excellence and are fundamental elements of the Student Statement of Commitment. Each Stanton student is given notification of these ideals on the first day of school and must sign an agreement to the school's policy and return it to the school to be kept on file for the academic year. (see Appendix A).

Cheating, to include plagiarism, collusion, and misrepresentation will not be tolerated. A Stanton student does not give, receive, or use unauthorized assistance on any assignment, nor does he/she tolerate such action by others. Any student with reason to believe such a violation either has occurred or will occur is obligated to report it to a teacher or an administrator. Students must report incidents of integrity code violations to the main office, the Guidance Office, a school Administrator, or the Media Center, and may report anonymously. The teacher(s) involved will be notified to investigate the report.

If you are involved in a violation of the Honor Code, the teacher will write an Integrity Referral (IR) which is also a DCPS *Student Code of Conduct* Class II (2.29) offense. One copy of the referral is kept in the Assistant Principal's Office and another copy is kept with the IRs. First time offenders in the freshman year will receive a warning and parents will be contacted. Beyond the first IR warning in the freshman year, all others are a 2.29 violation. When a student earns an IR, that IR is brought before the Honor Review Board (HRB) and he/she has the option to appear, or can be requested to appear before the HRB (either face to face or through a written statement). This HRB is made up of selected student leaders and two faculty advisors (see Appendix B). The student must explain the reason for the violations to the HRB and the HRB makes a recommendation to the Stanton administration concerning consequences for the violations. All proceedings of the HRB are kept in strict confidence.

Consequences of Integrity Code violations can include, but are not limited to, exclusion from membership in any honor society, inability to be recommended to a college, exclusion from Miss Stanton and other leadership positions, and possible counseling on choosing another high school. Any infraction must be reported to colleges to which the student is applying, both by the student (who must explain the infraction to the college) and by the school.

STATEMENT TO THE STUDENT BODY FROM THE HONOR REVIEW BOARD

1. Cheating is not gamesmanship; it is unethical.
2. Cheating may affect not only the individual but others as well, and, hence, is more than the concern of one person.
3. In addition to verbal or written instructions concerning cheating, a student should implement common sense and rational judgment so as not to bring about any question of his/her integrity and honesty.

Description of Cheating

Defined as: disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor as part of any academic exercise.

- Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.
- Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
- Using any personal electronic device (PED), implement, or other form of study aid, either physical or digital, during an examination, quiz, laboratory experiment, assignment, or any other academic exercise without the faculty member's express permission. This includes the presence of a cell phone or any other PED in an assessment setting, no matter the intended use of the PED. Presence of a PED or cell phone in an assessment setting will be considered a violation of the *Academic Integrity Policy* and result in an IR.

- Studying or providing advanced acquaintance with questions or prohibited material.
- Studying, actively reading, making notes, or copying another student's answers.
- Having in possession test questions or prohibited material.

Description of Plagiarism

Defined as: the representation of the ideas or work of another person as the student's own.

1. Intentional Plagiarism:
 - a. Obvious, substantial, verbatim reproduction of information.
 - b. Fabrication of sources, falsification of page numbers, or other deliberate misdocumentation
 - c. Submission of others' work as the students' own. This applies to un-cited paraphrasing of another's ideas as well as verbatim use of words.
 - d. Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.
2. Technical Plagiarism:
 - a. Poor paraphrasing, amounting to "translating" of another's work.
 - b. Improper citation or documentation that misrepresents a source.
 - c. Insufficient citation of factual information not held to be common knowledge (*common knowledge* is defined as facts readily available from a variety of sources).
 - d. Poor integration of direct quotations with the student's own writing.

*Evidence of *Technical Plagiarism* shall result in a classroom/assignment based consequence: deduction of points for the assignment in which the plagiarism occurs, for example, rather than an IR. The classroom/assignment consequence is to be determined by the teacher, based on the severity and number of occurrences. Evidence of *Intentional Plagiarism* shall result in an IR.

Description of Collusion

Defined as: supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.

- Submission of work, data, or any other material for grading or review that the teacher has made clear by either written or verbal notification, should be the student's own work without input or help from another person.
- Collusion has not occurred if the teacher has given direction, either written or verbal, that the assignment or assessment is to be done with either a partner or group.
- It is understood that all assessments/assignments are considered "individual" work unless otherwise specified as "partner" or "group" work by the instructor.

Description of Misrepresentation

Defined as: intentional misrepresentation of a material fact to gain academic advantage.

Judgment

The judgment of behavior is by the teacher.

1. The teacher's judgment is final. This does not mean that the teacher cannot change that judgment later, but that there is no debate about the behavior.
2. The term "prohibited material" is defined by the teacher.
3. The delineation between *Intentional Plagiarism* and *Technical Plagiarism* shall be determined by the teacher and the appropriate action taken.
4. The teacher shall have final determination on the existence of collusion, including verification of assignment/assessment instructions for which the infraction occurred. All assessments/assignments shall be considered "individual" unless otherwise specified by the instructor as a partner or group assignment/assessment.

The Integrity Referral Process

1. The faculty member documents the date and nature of the incident and includes pertinent documentation. (The documentation is not to justify the referral. It is for information purposes only, e.g., for use by the HRB or a teacher writing a recommendation).
2. The referral is filed for the duration of the student's career at Stanton
3. The referral may be viewed by specific request by:
 - a. a teacher from whom the student is seeking a recommendation or for a specific purpose.

- b. the sponsor of an honors organization to which the student is applying for membership.
 - c. the sponsor of an election for a leadership position or the sponsor of an activity at which the student will represent the school.
4. The IR will be brought before the HRB for review, but note that the teacher's judgment is final. Whether the student has cheated has already been decided. After hearing the student, the HRB may recommend to the principal that the referral be removed or retained. The teacher may also remove the referral after consultation with the student and/or the HRB.

Consequences as School Policy

1. No credit (0) on the assignment for a written integrity referral.
2. Students receive a warning for their first IR in the freshman year. The second IR in the freshman year or any IR's in the sophomore, junior, or senior year serves as a Class II (2.29) infraction in the DCPS *Student Code of Conduct* and is filed in the Assistant Principal's office (NOTE – the IR forms are available in the Assistant Principal's Office and on the school share drive in the "Integrity" folder) with a copy of the referral sent home and contact made with parents by the issuing instructor.
3. Any additional class consequences are at the discretion of the teacher but consequences may not be retroactive.

The Honor Review Board

1. The HRB will review the Integrity Referral and will interview the student face to face, if necessary,
2. The HRB will determine consequences which may include some or all of the following consequences as well as any ad hoc consequences that are appropriate to the incident:
 - a. Suspension or expulsion from organizations, leadership positions and teams.
 - b. Counseling through a program which would involve several components addressing behavior and its consequences.
 - c. School service (nature of which is to be determined by the appropriate administrator).
 - d. Written or oral explanation and apology to the affected parties as an optional consequence.
 - e. Reaffirmation of commitment and integrity pledge through counseling with parents.

Student Responsibilities and Awareness

1. It is the student's responsibility to be fully aware of the *Stanton Academic Integrity Policy*. Students will be held accountable for its policies, definitions, and consequences.
2. Students must be aware that the *Academic Integrity Policy* requires students to report incidents of malpractice. Failure to do so could result in an IR for the non-reporting student if it is determined that they had knowledge (prior or otherwise) of the incident.
3. Students must be aware that if they are determined to be in violation of the Integrity Policy and are not honest about their incident of malpractice they are subject to a second DCPS *Code of Student Conduct* Class II (2.24-Providing False Information) violation.
4. Students should seek clarification from their instructor, before acting, if in doubt.

Teacher's Responsibility

1. Maintain appropriate testing protocols based on AP and IB testing environments to prepare students for testing environments in college.
2. Clearly designate in curriculum papers what is "prohibited material" beyond the normal prohibited materials in testing situations.
3. Be vigilant for possible cheating in other classes (e.g., copying French homework while in English class).
4. Provide clarity (either written or verbal) on assignments/assessments that are partner/group assignments/assessments.
5. The instructor must notify the parents to inform them of the integrity violation. This contact must be documented in the IR. The IR must be held by the instructor until verification of parent notification is made and documented on the IR.
6. Provide supporting evidence of malpractice with the IR.

Administration's Responsibility

1. Make students aware of the school policies, definitions and mechanisms regarding cheating including a mechanism for the anonymous reporting of cheating.
2. Impose consequences with consideration of the HRB recommendations.
3. Inform teachers of the disposition of the IR.

International Baccalaureate

The International Baccalaureate publishes an *Academic Honesty Guide* to support and give guidance to IB World Schools in cases of student malpractice. Its instructions and guidance shall be used in cases pertaining directly with materials (Internal Assessments, Extended Essays, and CAS documentation) and exams (Papers) intended for submission to the IB for assessment. The IB *Academic Honesty Guide*, however, shall not supersede Stanton's *Academic Integrity Policy* or Duval County Public School's *Student Code of Conduct* in relation to school based judgments and consequences. Its policies and practices shall govern the judgments and consequences made by the IB on material submitted to IB for assessment.

A copy of the *IB Academic Honesty Guide* can be found on the International Baccalaureate page of the Stanton College Preparatory School website at, www.stantoncollegeprep.org

APPENDIX A

Write out the following statement on the lines provided and sign indicating your agreement to the policy.

“I will not give, receive, or use unauthorized assistance (this includes information from Internet sites) on any assignment, quiz, or examination, nor will I tolerate such action by others. I understand that if I have knowledge of a violation of the Integrity Code, I could be considered guilty of a violation myself if I fail to report it.”

Student Name: _____

✂ Signature _____ Date _____

Homeroom - Academic Integrity Statement Signing

- 1. Have every student read the information about **Academic Integrity**. The statement that is in bold and italics must be hand-written by every student in the space provided, (this is required), and it must be signed and dated.
- 2. Collect the signed form from every student. Make sure the student name is clearly printed at the top.
- 3. For absentees, please hand in a form with their names written on the forms. Keep these separate from the completed forms.
- 4. Return the signed forms with this sheet on top to Student Services.

Attached to these directions, please find a copy of the Stanton Honor Code that should be displayed prominently in your room. Complete information about the Honor Code is found at www.stantoncollegeprep.org, on the navigation menu at the top under “Students”.

Integrity Awareness Days – Required of Every Teacher:

Review with every section of every class exactly what constitutes a violation of the Integrity Policy in **your class**. Examples:

- “If I give a group assignment/lab, you can talk about the material in the group, but each member must write his/her own summary.”
- Or, “the group will collaborate on the summary.”
- What does working together mean?
- What constitutes plagiarism in YOUR class?
- Review how to use Internet resources with every class.
- Any other situation you would deem as an Integrity Code violation.

Reminders:

- **EVERY** student should be writing the Honor Code on **EVERY** assignment and **EVERY** test and quiz in **EVERY** class.
- We ALL need to be consistent in this policy.
- If you are not consistent, if you do not write referrals for violations, **YOU ARE PART OF THE PROBLEM.**
- If you feel magnanimous and think that you are giving the student a break by not writing up the violation – just imagine if every teacher is doing this for the same student!!

Thank you for your cooperation.

APPENDIX B

THE HONOR REVIEW BOARD

The Honor Review Board (HRB) is the voice of the student body in matters of student behavior and integrity and is a part of the school's "Restorative Justice" initiative. It is an advisory body whose determinations and recommendations on a particular incident go to the principal who makes the final disposition.

The HRB is composed of:

- 4 seniors (including the class president and the SGA president)
- 3 juniors (including the class president)
- 2 sophomores (including the class president)
- 1 freshman (usually the class president)
- There are also two non-student advisors: a faculty advisor and an administration advisor. Their roles are to clarify and inform.

The HRB meets on an ad hoc basis.

Any teacher may bring an incident to the HRB by contacting one of the advisors. The advisors will determine if the incident is appropriate for the HRB.

A student has the right to address the HRB in person or in writing. If the student does not choose to do so, the student remains anonymous to the HRB except in special circumstances. The names of the students on the HRB are, however, public.