

School Lane Charter School

Academic Honesty/Integrity Policy

"Character is higher than intellect." Ralph Waldo Emerson

At School Lane Charter School, we are committed to setting high standards for student achievement and academic integrity. It is expected that all administrators, staff, and students will be responsible for creating a learning community that supports and encourages honesty.

Academic Integrity is defined as "a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work."

Academic integrity includes a commitment to the values of honesty, trustworthiness, fairness, and respect. It is demonstrated through positive regard for the responsibility of representing our own work and acknowledging the contributions and intellectual property of others in verbal or written communication. These values are critical to the advancement of our academic environment. Academic integrity is shown in the personal, social, and technical skills of each individual.

Responsibilities

A. The Administration shall:

- Make available to all students, teachers, and parents a copy of the Academic Integrity Policy by posting to our website
- Promote and encourage staff to educate students on the policy, value of honest scholarly work and why plagiarism is a problem
- Make clear to all stakeholders that transgressions to the school's academic integrity policy will not be tolerated and penalties not following the policy
- Administer fair and consistent consequences for offenses of the Academic Honesty Policy

B. The Teachers shall:

- Be precise about expectations for students by presenting the policy orally and in writing with consequence for failing to follow the policy
- Discuss, practice, and reinforce academic integrity with students
- Promote a classroom that encourages academic integrity and original thinking
- Instruct students on proper methods for citations
- Provide opportunities for students to submit drafts of the final tasks or essays for feedback

- Explain that student work that is possibly plagiarized or contain unreferenced content will be cross-referenced using the internet
 - Serve as role models for students by giving others credit for the work every day in their teaching
 - Administer the consequences as stated in the code of conduct when a student violates the policy
- C. The Students shall:
- Read and know the school's academic integrity policy
 - Uphold the integrity of the policy in regard to all school-related work, both written and verbal
 - Take full credit for their own work, and give full credit to others who have helped or influenced them, or whose work they have incorporated into their own
 - Represent their own work honestly and accurately
 - Collaborate with other students only as specified, directed, and authorized.

Academic Dishonesty is defined as submitting and/or presenting the words, ideas, images, or data from another person in any of your academic writings, presentations, or projects, and claiming them as your own.

Procedures and Expectations

Academic integrity means the use of one's own thoughts and materials in the writing of papers, taking of tests, and other classroom related activities. Students intentionally aiding other students in any infraction of the academic integrity policy are considered equally guilty

Examples of Infractions

1. Plagiarism: Plagiarism is the act of using another person's ideas or expressions in your writing without properly acknowledging the source. Plagiarism includes "the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator." *Encyclopedia Americana, 2003.* "The unauthorized use or close imitation of the language and thoughts of another and the representation of them as one's own original work." *Dictionary.com*

There are four common forms of plagiarism:

1. The duplication of an author's words without quotation marks and accurate references or footnotes.
2. The duplication of an author's words or phrases with footnotes or accurate references, but without quotation marks.
3. The use of an author's ideas in paraphrase without accurate references or footnotes.

4. Submitting a paper in which exact words are merely rearranged even though they are the same is considered misrepresentation.

Students are expected to give full credit for the borrowing of other's words or ideas. Intentional or unintentional use of another's words or ideas without proper acknowledgement constitutes plagiarism.

2. Inappropriate Assistance Helping another commit an act of academic dishonesty knowingly or negligently allowing work to be used by others.

3. Cheating An act of deceit, fraud, distortion of truth or improper use of another person's effort in order to obtain an educational advantage

4. Fabrication/Falsification/Alteration Intentional misrepresentation, invention, exaggeration or alteration of information or data, whether written, verbalized or demonstrated

5. Unauthorized Multiple Submission Using any work previously submitted for credit without prior permission of instructor

6. Sabotage and Tampering Intentionally altering or interfering with documents or other student's work. Intentionally depriving others of academic resources

Failure to uphold School Lane Charter School's Academic Integrity Policy will result in the following actions:

When plagiarism or other acts of academic dishonesty occur in the classroom, the incident will be handled by the teacher if it is the student's first offense. After the first offense, the infraction becomes a leveled offense, and the investigation becomes the responsibility of the administrative team.

School Lane Charter School utilizes the web based resource Turnitin.com as a tool to assist in ensuring the academic integrity of student work. Teachers and students are expected to use this resource for assessment submission, self- and peer assessment of work, summative and formative assessment of work, project and product submissions, internal assessments and Personal Project, Theory of Knowledge and Extended Essay work.

The following procedures and consequences have been established to handle infractions of the policy.

Procedures for Grades 7 through 12:

<i>Violation</i>	<i>Procedure</i>	<i>Consequence</i>
First Offense	Teacher discusses incident with the student Teacher documents the infraction, contacts parent and informs administrator	<ul style="list-style-type: none">• Opportunity to re-submit with correct citations• Reduction of grade by one level• Parent Contact
Second Offense	Teacher documents the infraction on a formal incident report and refers student to the administrator Infraction is formally documented in discipline file Conference is held with parents and student	<ul style="list-style-type: none">• Failing grade for the assignment• Infraction is formally documented in discipline file• Conference with parent and student
Third Offense	Teacher documents the infraction on a formal incident report and refers student to the administrator Infraction is formally documented in discipline file Meeting is held with teacher, administrator, parent, school counselor, and student Suspension	<ul style="list-style-type: none">• Student is referred to counselor• Failing grade for the assignment• Infraction is formally documented in discipline file• Possible Suspension

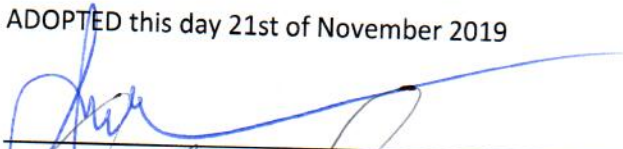
Citations

MYP: From principles into practice. International Baccalaureate Organization. Perterson House: Cardiff, Wales, 2014, updated 2017.

"Academic Integrity". IBO.ORG, International Baccalaureate, 21 October 2019, resources.ibo.org/ib/topic/Academic-honesty/works/edu_11162-58121?root=1.6.2.6.5&lang=en.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

ADOPTED this day 21st of November 2019



Peter Hyams, President

Attest

November 2019