

5510 ACADEMY ACADEMIC INTEGRITY POLICY
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PARENT/STUDENT AGREEMENT

Strong character and honesty are values we want students to demonstrate at OCVTS. The following policy was developed so that our students will be better prepared to face the rigors of their future educational challenges. A student's moral awareness as it applies to the academic environment is fundamental to his or her success at OCVTS, where the student must engage in an honest and integral pursuit of knowledge. Academic integrity requires a student to produce work that is his/her own. The Academic Integrity policy addresses behaviors. The student's mindset cannot be observed; consequently, the policy applies to behaviors and actions which are academically dishonest. Whether a student intends to cheat or deceive is irrelevant. The student will face disciplinary action based on his/her behaviors, not on what he or she "intended" to do.

Responsibilities of Students, Parents, Teachers, and Administrators:

The student is expected to uphold the spirit and the letter of this policy in completing all school-related tests, quizzes, projects, reports, homework assignments, and in-class assignments. No assignment is exempt from this policy.

The parent is expected to support the philosophical wholesomeness of this policy and uphold the spirit and the letter of it by reviewing it with his/her child and encouraging the child to practice academic integrity throughout the student's years with OCVTS.

The teacher is expected to review with his/her students the policy of academic integrity at the beginning of each semester and other times during the year as it is deemed appropriate. The teacher is also expected to enforce the policy in all instances of academic dishonesty following the process as outlined below.

The administrator is expected to support the spirit of academic integrity with students, parents, counselors, teachers, and other staff members. Disciplinary action taken with students will follow the process outlined in the Academic Integrity Policy.

ACADEMIC INTEGRITY



CHEATING

Giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information.

FABRICATION/FALSIFICATION/TAMPERING

The unauthorized alteration or invention of any information or citation in any academic work. Altering or attempting to alter school records, grades, assignments, or other documents without authorization.

PLAGIARISM

Plagiarism is defined as presenting the work of another as one's own without proper acknowledgement. Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording, paraphrasing, another's argument, and presenting another's line of thinking. A student may certainly use another person's words and thoughts, but the borrowed material must not appear to be his/her creation. A student must document everything he/she borrows, not only direct quotations and paraphrases, but also information and ideas.

- If a student has any concerns or questions about how to cite material for particular assignments, the student has the responsibility to consult his/her teacher.

INFRACTIONS

These infractions are meant as a guideline. Although specific violations are listed, in no way does this list include all possible infractions.

LEVEL I

- Using unauthorized reference materials as identified by the classroom teacher (examples include: Spark notes, Cliff notes, internet sites, etc.)



- Copying/lending assignments (examples include: student papers, homework, reports, laboratory work, computer files from other students)
- Using strategic absenteeism on assessment days and/or assignment due dates for the apparent advantage of improving performance
- Inventing lab procedures or data
- Utilizing translation software or websites to complete original tasks in world languages without teacher authorization
- Fabricating a citation or source of information
- Altering a returned examination paper to seek a better grade
- Plagiarizing a few lines of text, use of phrases, or a paragraph without proper citation; most of the student's work is still his/her own.

LEVEL I CONSEQUENCES

If a student is found in violation of the Academic Integrity Policy, the infraction becomes a part of the student's disciplinary record and appropriate discipline will be enforced. OCVTS Academy staff and administrators reserve the right to respond to a violation of the Academic Integrity Policy with one or more actions of varying severity. Consequences for a Level I offense will include one or more of the following actions:

- Grade reduction on the assignment in question after completion of a reflection essay
- Grade of zero (0) for the assignment in question with no opportunity to make up work
- Lunch detention
- Notifications to any Honor Society and possible student removal
- Possible loss of eligibility for academic honors (including valedictorian)

Repeat offenders can expect a Level II consequence to be applied.

LEVEL II



- Sharing content with classmates prior to any assessment. This includes text messaging or taking pictures with a camera phone.
- Receiving and/or providing unauthorized assistance during an assessment
- Using books, notes, or other devices, such as calculators, when these are not authorized
- Acquiring without authorization copies of tests or examinations before the scheduled assessment
- Storing data on programmable calculators and retrieving the data to assist during an exam
- Altering grade reports or other academic records
- Changing or accessing grades, records, or information of a student
- Plagiarizing multiple paragraphs of another's work or ideas without the proper citation: while some of the work is the student's own, it is clear that significant portions of the student's work are not his/her own.
- Copying most, if not all, of the student's work from another source without proper citation.

LEVEL II CONSEQUENCES

If a student is found in violation of the Academic Integrity Policy, the infraction becomes a part of the student's disciplinary record and appropriate discipline will be enforced. OCVTS Academy staff and administrators reserve the right to respond to a violation of the Academic Integrity Policy with one or more actions of varying severity. Consequences for a Level II offense will include one or more of the following actions:

- In School Suspension (1-3 days)
- Out of School Suspension (3-5 days)
- Grade reduction on the assignment in question after completion of a reflection essay
- Grade of zero (0) for the assignment in question with no opportunity to make up work
- Notification and possible student removal from any Honor Society



- Loss of eligibility for academic honors (including valedictorian)

Repeat Level II offenders will have more severe consequences applied.

A student's entire time spent with OCVTS is considered when looking at multiple offenses.

In unusual situations, the Administration reserves the right to administer consequences beyond the identified range.

Academic integrity affects us all; consequently, students are encouraged to report instances of academic dishonesty when they see it, so that someone else's immoral behavior doesn't devalue the honest work done by the majority of the students at OCVTS.

Adopted: 09/20/07

