

## Nease Academic Integrity Policy

### Overview

- Personal pride and integrity are integral to Nease's dedication to academic excellence. Cheating, to include plagiarism, collusion, and misrepresentation will not be tolerated.
- Each student is given notification of these ideals and will agree to the school's policy.
- Any student with reason to believe a violation has occurred or will occur is required to report it to a teacher or an administrator.

### Integrity Referral Process

- 1) An integrity referral will be sent by the teacher. (Email to dean and PARC administrator)
  - The faculty member documents the date, identifies the type of misconduct, nature of the incident and includes any vital information for the Panther Academic Review Committee (PARC) to review.
- 2) The integrity referral is filed for the duration of the student's career at Nease High School.
- 3) A student may meet face-to-face with PARC at the scheduled hearing time or turn in a statement within 3 days of the violation to the advisor of the PARC, explaining the reason for the violation.
- 4) The PARC Review Committee will meet weekly, if needed for review.
- 5) The integrity referral will be brought before the PARC, but the teacher's or dean's judgement misconduct has occurred is final. A recommendation as to consequence is discussed by the PARC. After reviewing, the PARC may recommend to the principal that the referral be removed or retained, and/or a consequence be issued.

### Consequences as School Policy

- Consequences of the Integrity Policy may include, but are not limited to, exclusion from membership in any honor society, exclusion from extracurricular activities, such as prom, Grad Bash, etc.; revocation of parking privileges; modified EXCEL time; removal from academic program, etc.
- Students will enter the retake cycle, and have an opportunity to show proficiency through alternative means, as determined by the teacher. Students can receive up to a 75% on the retake summative assessment.
- Parents will be notified of all referrals.
- Levels of offense:
  - a. 1<sup>st</sup> Offense (9<sup>th</sup> grade only): warning with integrity referral to dean and PARC administrator. Parents notified by teacher and copy of warning sent home.
  - b. Beyond 1<sup>st</sup> Offense or 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade: Referral to PARC if violation not admitted to.
  - c. Copies of the integrity referral will be kept with PARC administrator and recorded in eschool.
- Infractions must be reported to colleges to which the student is applying, both by the student and by the school.
- Violations concerning state assessments, such as EOCs, AP, IB will be subject to the consequences of Nease Integrity Policy, the St. Johns County School District Code of Conduct and the state/organizations guidelines.

### Description of Cheating:

- Giving, receiving or using unauthorized assistance on any academic work, or knowingly tolerating such action by others.
  - 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 to enhance the student's grade.
- Using any personal electronic device (cell phone, digital watch, etc.), 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 expressed permission.
- Studying or providing advanced knowledge with questions or prohibited material.
- Studying, actively reading, making notes, or copying another student's answers.
- Having possession of, acquiring test questions, or prohibited material.

#### Description of Plagiarism:

➤ 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.
- d. Obtaining or distributing material to be used deceptively 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.

\*\*Note: Evidence of Technical Plagiarism would result in a classroom consequence as determined by the teacher. Evidence of *Intentional Plagiarism* shall result in an Integrity Referral.

#### Description of Collusion:

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

#### Description of Misrepresentation:

➤ Intentional misrepresentation of a material fact to gain academic advantage

#### The Panther Academic Review Committee (PARC)

- PARC is the voice of the student body with regards to student's academic behavior.
- Role is advisory and recommendations by the committee are routed to the principal who is the final decision-making body.
- PARC committee will meet face-to-face to review and make recommendations weekly.
- Consists of student leaders and 2 faculty advisors.
  - 1 Senior, 1 Junior, 1 Sophomore and 1 Freshman. The Student Body President will also be a member.
  - Advisors- 1 Faculty Advisor and 1 Administration Advisor. Roles are to clarify and inform.
- A student may address the PARC at any time, either by writing or in person.
- Student violators are to remain anonymous at all times.
- Proceedings of the PARC are kept in strict confidence. Violations of confidence will result in a student code of conduct violation.
- Proceedings will be held within a week of the violation.

Shared responsibility between administration, teachers, parents and students.

**Student Responsibilities and Awareness:**

- Read and sign the student statement of commitment.
- Report to any teacher and/or administrator or it may be anonymous.
- Seek clarity from instructor if in doubt of malpractice.
- Cultivate a culture of academic honesty at their school.

**Parent Responsibilities**

- Review the statement of commitment.
- Encourage their student to practice academic honesty.
- Encourage their student to help cultivate a culture of academic honesty at their school.

**Teacher Responsibilities:**

- Inform parents of the integrity violation.
- Document, with fidelity, all violations using an integrity referral.
- Design tasks through which students should resort to original scenarios or recent events.
- Create tasks, which include stages requiring students to document their research.
- Include methods to ensure that students provide evidence of research process.

**Administration Responsibilities:**

- Inform students of the school policies, definitions and procedures regarding dishonesty.
- Enforce consequences with consideration of the PARC recommendations.

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Write out the following statement on the line provided and sign indicating your agreement to this 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 actions by others. I understand that if I have knowledge of a violation of the Integrity Policy, I could be considered guilty of a violation myself if I fail to report it.

Printed Student Name: \_\_\_\_\_ (Please Print)

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Signature

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Date