

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 must 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

- Cheating is a Level 2 offense per the St. Johns County School District Code of Conduct.
- 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. 1st Offense (9th grade only): warning with integrity referral to dean and PARC administrator. Parents notified by teacher and copy of warning sent home.
 - b. Beyond 1st Offense: 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.
- Using artificial intelligence to generate ideas or materials and submitting as your own.

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.
- e. Using artificial intelligence to generate ideas or materials.

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.

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)

Signature

Date

Nease High School IB Program Honor Code

The aim of the International Baccalaureate (IB) Program is “to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.” To achieve this aim, IB learners are to strive to be “**principled.**” This means they are to “act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They are to take responsibility for their own actions and the consequences that accompany them.”

Nease High School expects all students to maintain academic integrity. Nease has outlined in the *Student Handbook* examples of prohibited behaviors constituting academic dishonesty. The Nease Academic Integrity Policy is to be followed at all times, in addition to, the Nease IB Program Academic Guidelines (see below).

Students of the Nease IB Program are expected to uphold their academic honesty and personal integrity at all times. It is understood that students should refrain from all types of any activities constituting “**academic misconduct,**” which would be considered a serious breach of the IB Organization’s *General Regulations: Diploma Program*. According to these regulations, this includes:

- Plagiarism – copying or representing the ideas or work of another person as a student’s own, including all information from the internet. This includes the use of artificial intelligence software. *Resources: Effective Citing and Referencing (on Nease website), Grammarly, Turnitin*
- Collusion – allowing another student to copy their work and present it as his own.
- Duplication of work – presentation of the same work for different assignments.
- Any other behavior that gains an unfair advantage for a student or that affects the results of another student – this includes, but is not limited to, using unauthorized materials for an exam, falsifying any records, disclosing or receiving any information about the content of an exam before everyone has taken it, or disrupting an exam by an act of misconduct. This includes the use of artificial intelligence software.

Participation in any of the above behaviors is a violation of the IB Honor Code and Nease Academic Integrity Policy. Any violation will result in:

- Consequences as outlined in the *Student Code of Conduct*, including notification to parents, school consequence as outlined in the Nease Academic Integrity Policy and possible removal from any honor societies or class office.
- Placement on probation or possibly dismissal from the Nease IB Program.
- If a second offense occurs, immediate dismissal from the Nease IB Program.

Nease High School IB Program Disciplinary Guidelines

All students should be aware that any disciplinary action taken by Nease High School regarding behavior could place their IB status in jeopardy, putting them on probation or possibly removing them from the IB program.

Nease High School IB Program Academic Guidelines

The IB Program is a rigorous, college preparatory program, and therefore students are expected to abide by the following academic guidelines:

- Attend all classes, with the exception of excused absences as defined in the *Nease Student Handbook*.
- **Maintain at least a C average for each semester in all their courses. If a D or F is received for a semester grade, the student will be placed on academic probation. If another D or F is received, the student will be removed from the Nease IB Program. Students will meet bimonthly with the IB Coordinator the following semester to monitor academics and next steps.**
- At the end of sophomore year, students are accepted into the Nease IB Program based upon prior year’s academic and personal performance. Acceptance is not automatic.
- All assessments required by IB must be submitted to Turnitin and to the teacher for authentication. All assessments will be submitted to Managebac by the specified deadline.
- Students must meet all deadlines regarding the Extended Essay, CAS Program, and Theory of Knowledge presentations and essay. If these deadlines are not met, the student will be removed from the Nease IB Program.

Policy Review: This policy is reviewed on a yearly basis to assure alignment with current school and district policies.

Over→

If any Nease IB student decides to not continue with the IB curriculum, or is removed from the program, the student must take those actions necessary to meet all graduation requirements.

I have read and understand the above Honor Code, Disciplinary and Academic Guidelines of the Nease IB Program.

Student Name (print) _____ Grade _____ Date _____

Student Signature _____ Parent Signature _____

Assessment Authentication and Acknowledgement

For Juniors and Seniors ONLY

Initial Below:

_____ **I understand all documents have been submitted through Turnitin to authenticate this as the candidates own work.**

_____ **I understand the work submitted to Managebac has been verified and authenticated through Turnitin AND the instructor of the course.**

You understand and consent to:

- 1) The programme coordinator or another authorized school staff member uploading your work to the IB's eCoursework system, and
- 2) The IB's processing, use, disclosure, and transfer of your personal data, including without limitation any sensitive personal data and/or education records, as described in the IB's privacy policy and the Privacy Supplement, including worldwide cross-border transfers (including storage and access of such data outside of your country of residence).

You also confirm that

1. you are **at least** 15 years old;
2. that the version of any materials you pass to your programme coordinator or another school staff member is the correct and final version, is your own work and that you have correctly acknowledged the work of others, and
3. that failure to do this will be investigated as a potential breach of IB regulations.

Signature.....

Print name.....

Date.....