

ACADEMIC HONESTY CODE

September 1, 2011

Dear Faculty, Students, Parents / Guardians,

To uphold the integrity of the SITHS assessment process as well as preserve the fairness of the system as far as possible, students at Staten Island Technical High School are **expected to** adhere to the school's Academic Honesty Code at all times. When assessments are conducted or projects assigned, it is the school's assumption that the teacher in charge of the class will be evaluating authentic student work produced by the individual whose name appears on that assignment.

Academic honesty is taken very seriously by the school administration, faculty, parents, students, colleges and universities. Students are expected to know what academic behaviors are acceptable and which are not. Ignorance of the rules is not an excuse. Student work is to be completed solely by the individual unless the instructor specifically states that cooperative work is acceptable. Infractions of the schoolwide Academic Honesty Code will result in disciplinary action. A student who violates the code will face disciplinary action based on his / her behavior and not what he / she "intended" to do. It should be noted that it is the student's teacher who decides the requirements and rubric grading standards for any assignment. Therefore, when a clarification on such an assignment is required, it becomes the student's responsibility to consult with that teacher. We strongly encourage all student members to report any violations of the code to either the subject area teacher or department Assistant Principal.

The following table reflects the Intervention and Disciplinary Measures to be take if a student violates the SITHS Academic Honesty Code. As stated in the NYC Department of Education Citywide Standards of Intervention and Discipline Measures booklet, "In addition to the disciplinary code, prior to determining the appropriate disciplinary and/or intervention measures, the following must be considered: the student's age, maturity, and previous disciplinary record (including the nature of the prior misconduct, the number of prior instances of misconduct, and the disciplinary measure imposed for each); the circumstances surrounding the incident leading to the discipline, and the student's IEP and 504 Accommodation Plan, if applicable."

VINCENT MANISCALCO

A student is in violation of the NYC Department of Education Citywide Standards of Intervention and Discipline Measures (Infraction - B32) when he / she:

<u>CHEATING</u> (B32)VIOLATION		DISCIPLINARY CODE INFRACTION LEVEL	Teacher and/or Guidance Interventions	Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions
A.	Copies from another's exam paper during an examination	3	<ul style="list-style-type: none"> ▪ Parent Outreach ▪ Intervention by Counselor ▪ Guidance Conference ▪ Positive Behavioral Interventions and Supports ▪ Individual/Group Counseling ▪ Development of Individual Behavior Contract ▪ Short Term Behavioral Progress Reports ▪ Referral to PPT (Pupil Personnel Team) ▪ Community Service (with parent / guardian consent) ▪ Referral to community Based Organization (CBO) 	<ul style="list-style-type: none"> ▪ Admonishment by Teacher ▪ Student-Teacher Conf. ▪ Reprimand by Appropriate Supervisor ▪ Parent/Guardian Conference ▪ In-School Disciplinary Actions (e.g., detention, exclusion from extracurricular activities) ▪ Notification of NHS. ▪ Removal from classroom by teacher (After a student is removed from any classroom / <u>to a different seat</u> by any teacher 3 times during a semester, a Principal's Suspension must be sought if the student engages in subsequent behavior that would otherwise result in a removal by a teacher.) ▪ Principal's Suspension ▪ Superintendent's Suspension that results in immediate reinstatement. ▪ Superintendent's Suspension that results in continued suspension for a fixed period of 6-10 days.
B.	Uses material during a test which is not authorized by the person giving the exam.	3		
C.	Collaborates with another student during the exam without authorization (verbally, signed, written, etc.).	3		
D.	Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test.	3		
E.	Substituting for another student or permitting another student to substitute for one's self to take a test.	3		
F.	Bribing another person to obtain a test that is to be administered.	3		
G.	Securing or providing copies of the test/questions, scoring device, or answers to the test in advance of the test.	3		
H.	Posting answers to an exam on the internet.	3		

If **CHEATING** is suspected, then the following **ACTION IS TO BE TAKEN BY TEACHER:**

1. Instruct the student to hand over all unauthorized testing materials and/or devices utilized for cheating (if applicable).
2. Wait until after the assessment to confront the student on his/her alleged cheating.
3. If the student is found to be cheating during the exam, the subject class teacher must change the individual's seat and allow him or her to finish the exam.
4. Allow the student to complete the exam
5. Once the exam is graded:
 - a. A grade higher than a 54, is recorded as a 45 (ex. Student's grade is an 85, but is recorded as a 45).
 - b. A grade lower than a 54 is recorded as is, but not lower than a 45.
6. Parent/Guardian is to be contacted verbally and/or in writing by the teacher regarding the matter.
7. Dean is notified by the teacher of the incident via a Daedalus Referral, with cc. to counselor.
8. Any subsequent offenses by a student in the same subject class would result in an automatic zero for that exam in question. The teacher must record all cheating occurrences in his or her roll book and notify the student's parent/guardian at such time.

All repeated occurrences within a subject class will be brought by the teacher in writing to the attention of the school's National Honor Society (NHS) as well as the Dean. This action may result in the student being denied access into NHS as well as a school suspension (see NYC Department of Education Citywide Standards of Intervention and Discipline Measures).

If cheating is determined to have occurred outside the classroom setting then disciplinary action as indicated in the NYC Department of Education Citywide Standards of Intervention and Discipline Measures booklet may be enforced.

(Adapted from Glenbrook South Academic Dishonesty Code)

A student is in violation of the NYC Department of Education Citywide Standards of Intervention and Discipline Measures (Infraction - B32) when he / she:

A student is in violation of the NYC Department of Education Citywide Standards of Intervention

PLAGIARISM		DISCIPLINARY CODE	Teacher and/or Guidance Interventions	Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions
(B32) VIOLATION		INFRACTION LEVEL		
Def. ►	Appropriating another's work and using it as one's own for credit without the required citation and attribution.			
A.	Copies written work from the Internet or any other source without quotations or citing the source.	3	<ul style="list-style-type: none"> ▪ Parent Outreach ▪ Intervention by Counselor ▪ Guidance Conference ▪ Positive Behavioral Interventions and Supports ▪ Individual/Group Counseling ▪ Development of Individual Behavior Contract ▪ Short Term Behavioral Progress Reports ▪ Referral to PPT (Pupil Personnel Team) ▪ Community Service (with parent / guardian consent) ▪ Referral to community Based Organization (CBO) 	<ul style="list-style-type: none"> ▪ Admonishment by Teacher ▪ Student-Teacher Conf. ▪ Reprimand by Appropriate Supervisor ▪ Parent/Guardian Conference ▪ In-School Disciplinary Actions (e.g., detention, exclusion from extracurricular activities) ▪ Notification of NHS. ▪ Removal from classroom by teacher (After a student is removed from any classroom / <u>to a different seat</u> by any teacher 3 times during a semester, a Principal's Suspension must be sought if the student engages in subsequent behavior that would otherwise result in a removal by a teacher.) ▪ Principal's Suspension ▪ Superintendent's Suspension that results in immediate reinstatement. ▪ Superintendent's Suspension that results in continued suspension for a fixed period of 6-10 days.
B.	Represents the product of someone else's creativity as his / her own work.	3		
C.	Falsifies a receipt for turnitin.com.	3		

If **PLAGIARISM** is suspected, then the following **ACTION IS TO BE TAKEN BY TEACHER**:

1. The teacher is to CLEARLY document in writing, on the original student paper/homework, his/her reasons for concluding that the "work product" in question has been plagiarized.
2. A copy of the original student paper/homework containing the teacher's conclusions for plagiarism should be generated.
3. The teacher should speak privately to the student being accused of plagiarism.
4. At the time of the private Teacher-Student Conference, the student should be provided with a copy of his/her original paper/homework that now reflects the teacher's argument(s) and conclusion for claiming the document in question was plagiarized.
5. If a subject class teacher rules that a student's paper is plagiarized, it is to be given a grade of 0-45.
6. Parent/Guardian is to be contacted verbally and/or in writing by the teacher regarding the matter.
7. Dean is notified by the teacher of the incident via a Daedalus Referral, with cc to counselor.
8. Any subsequent offenses by a student in the same subject class would result in an automatic zero. The teacher must record all plagiarism occurrences in his or her roll book and notify the student's parent/guardian at such time.

SITHS Review Board – If a teacher determines that a student's work has been plagiarized because a primary source cannot be produced, then the student's parents may request on behalf of the student that a review board review the case. If the SITHS' Review Board accepts the case, then the:

1. Student must identify and provide copies of primary source materials and specific References cited
2. Student submits 3 - 5 samples of prior written work graded by the teacher to the subject area AP.
3. Subject area AP requires the student to sit for an in-house written task.
4. SITHS Review Board (consisting of the subject area AP and two department teachers) will ask for a clarification of all issues being raised by the subject area teacher as well as examine the written work in question, review samples of prior written work submitted, evaluate the in-house writing sample and consult records and other experiences with previous teachers.
5. SITHS will conduct with the student a Text-based Discussion pertaining to the written Work / Concepts Presented (Student may request the presence of a Silent Advocate.) in an attempt to account for this "leap in intelligence."

All repeated occurrences within a subject class will be brought by the teacher in writing to the attention of the school's National Honor Society (NHS) as well as the Dean. This action may result in the student being denied access into NHS as well as a school suspension (see NYC Department of Education Citywide Standards of Intervention and Discipline Measures). (Adapted from Glenbrook South Academic Dishonesty Code)

and Discipline Measures (Infraction - B32) when he / she:

<u>COLLUDING</u> (B32) VIOLATION		DISCIPLINARY CODE INFRACTION LEVEL	Teacher and/or Guidance Interventions	Range of Possible Disciplinary Responses to Be Used in Addition to Guidance Interventions
Def. ▶	Engaging in fraudulent collaboration with another person in preparing written work for credit.			
A.	Permits another student to copy his / her homework, paper project, computer program, laboratory report or take-home examination other than for a teacher-approved collaborative effort.	3	<ul style="list-style-type: none"> ▪ Parent Outreach ▪ Intervention by Counselor ▪ Guidance Conference ▪ Positive Behavioral Interventions and Supports ▪ Individual/Group Counseling ▪ Development of Individual Behavior Contract ▪ Short Term Behavioral Progress Reports ▪ Referral to PPT (Pupil Personnel Team) ▪ Community Service (with parent / guardian consent) ▪ Referral to community Based Organization (CBO) 	<ul style="list-style-type: none"> ▪ Admonishment by Teacher ▪ Student-Teacher Conf. ▪ Reprimand by Appropriate Supervisor ▪ Parent/Guardian Conference ▪ In-School Disciplinary Actions (e.g., detention, exclusion from extracurricular activities) ▪ Notification of NHS. ▪ Removal from classroom by teacher (After a student is removed from any classroom / <u>to a different seat</u> by any teacher 3 times during a semester, a Principal's Suspension must be sought if the student engages in subsequent behavior that would otherwise result in a removal by a teacher.) ▪ Principal's Suspension ▪ Superintendent's Suspension that results in immediate reinstatement. ▪ Superintendent's Suspension that results in continued suspension for a fixed period of 6-10 days.
B.	Has someone else prepare his / her homework, paper, project, laboratory report or take-home examination.	3		
C.	Intends to obtain credit for work not one's own.	3		
<p>If <u>COLLUDING</u> is suspected, then the following ACTION IS TO BE TAKEN BY TEACHER:</p> <ol style="list-style-type: none"> 1. The teacher is to CLEARLY document in writing, on the original student work, his/her reasons for concluding that the student engaged in fraudulent collaboration with another person in preparing written or non-written work for credit. 2. A copy of the original student work containing the teacher's conclusions should be generated. 3. The teacher should speak privately to the student being accused of colluding. 4. At the time of the private Teacher-Student Conference, the student should be provided with a <u>copy</u> of his/her original work that now reflects the teacher's argument(s) and conclusion for claiming the document or work produced was done so illegally or undesirably. 5. If a subject class teacher rules that a student colluded with another individual without authorization, the work product is to be given a grade of 0-45. 6. Parent/Guardian is to be contacted verbally and/or in writing by the teacher regarding the matter. 7. Dean is notified by the teacher of the incident via a Daedalus Referral, with cc to counselor. 8. Any subsequent offenses by a student in the same subject class would result in an automatic zero. The teacher must record all colluding occurrences in his or her roll book and notify the student's parent/guardian at such time. <p>All repeated occurrences within a subject class will be brought by the teacher in writing to the attention of the school's National Honor Society (NHS) as well as the Dean. This action may result in the student being denied access into NHS as well as a school suspension (see NYC Department of Education Citywide Standards of Intervention and Discipline Measures).</p> <p>If cheating is determined to have occurred outside the classroom setting then disciplinary action as indicated in the NYC Department of Education Citywide Standards of Intervention and Discipline Measures booklet may be enforced.</p>				
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