

# Academic Integrity

Academic integrity is fundamental to meeting Saddlebrook Preparatory School's high expectations and standards for student learning. This policy is consistent with our vision, mission and core value statements and is grounded on the principles of honesty, respect, fairness and personal responsibility. We define academic honesty to mean the performance of all academic work independently and submitting it as representative of one's own efforts. Moreover, it is the responsibility of the entire Saddlebrook academic community --- including teachers, staff, students and parents --- to preserve these values.

## Violations of Academic Integrity

The following behaviors are considered violations of Saddlebrook's academic integrity policy and are listed in no particular order of severity:

**1. Cheating**

Cheating is the use or attempted use of any information such as notes, books, electronic devices (computers, cell phones, iPads, etc.) or any type of assistance on an examination without the approval of the teacher.

**2. Plagiarism**

Plagiarism is the intentional or unintentional submission of someone else's work as one's own. It includes the failure to properly acknowledge sources using APA or MLA academic citation formats.

**3. Complicity**

Complicity occurs when assisting or attempting to assist any person in an act of academic dishonesty.

**4. Multiple Submissions**

Multiple submissions occur when one completed assignment, such as a research paper or project, is submitted for credit in two or more courses without the approval of the teacher.

**5. Computer Misuse**

Computer misuse is the unethical or illegal use of computers in any act of academic dishonesty. Examples include: using one's own computer, school computers, or the school's computer network to plagiarize; accessing another student's computer to access their work; or interfering with electronic communications in an act of academic dishonesty.

**6. Fabrication and Forgery**

Fabrication is the invention, counterfeiting, or alteration of information in order to complete an academic assignment. Forgery is the imitation or counterfeiting of signatures, documents or images and presenting them as genuine.

**7. Misconduct in Research**

Misconduct in research involves inventing or counterfeiting data, reporting results dishonestly, plagiarizing the research of others, or grossly misrepresenting data collection or analysis.

**8. Obstruction and Sabotage**

Obstruction and Sabotage are any behaviors that impede the right to learn of another student. It includes stealing another student's work, defacing or destroying the work of another student, or obstructing another student from access to educational resources.

#### **9. Violation of Intellectual Property Rights**

The copying and use of materials created by someone else for personal gain or credit without permission is illegal. Students must respect intellectual property rights as recognized by United States law.

### **Consequences**

The consequences for violating these policies on academic integrity will take into account both the nature and degree of the violation. Each violation will be determined to have risen to one of four levels that increase in severity of the violation and the corresponding consequences.

#### **Level One Violations**

Violations involve only a small portion of the total amount of an assignment or coursework and occur when the intent of the student is undetermined.

##### **Examples include:**

- Working with another student or students without teacher approval.
- Failure to acknowledge a source in a limited portion of an assignment.
- Carelessly or unintentionally omitting quotation marks or citations.

##### **Consequences:**

- A zero will be given for the initial work.
- The assignment must be resubmitted for partial credit as determined by the teacher.

#### **Level Two Violations**

These violations are of a more serious nature, affect a more significant portion of an assignment or coursework or involve a prior Level One violation.

##### **Examples include:**

- Plagiarizing a moderate portion of an assignment or coursework.
- Multiple submissions of the same work without teacher approval.
- Receiving a significant amount of assistance from others on any academic assignment or project without acknowledging such assistance.

##### **Consequences:**

- The student will receive a zero for the assignment and there will be no opportunity to make up the work.
- Disciplinary action such as the student being assigned detention, work detail, or physical training as published in the Student Code of Conduct.

#### **Level Three Violations**

These violations are premeditated and affect a major portion of an assignment. There may also have been prior violations at Levels One and/or Two.

**Examples include:**

- Plagiarizing a major portion of a written assignment.
- Copying from other students during an exam.
- Using prohibited materials and electronic devices during an exam.
- Submitting someone else's work as one's own.
- Fabricating data.
- Submitting a purchased term paper or essay.

**Consequences:**

- Mandatory In-School-Suspension (ISS).
- A failing grade for the assignment or examination with no opportunity to make up the work or earn credit during the suspension period.
- Cause for Out-Of-School Suspension (OSS).

**Level Four Violations**

This level represents the most serious violations of academic integrity and demonstrates complete disregard for school policy.

**Examples include:**

- Prior Level Two or Three violations.
- Violations of a criminal nature such as stealing exams from a teacher.
- Sabotaging another student's work.

**Consequences:**

- Mandatory Out-of-School-Suspension (OSS) with no opportunity to make up work or earn credit during the suspension period.
- A failing grade for the semester course in which the violation occurred.
- Possible expulsion.

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Portions of the above policy have been adapted from the University of South Florida's Academic Integrity policy, found at <http://www.ugs.usf.edu/catalogs/1112/pdf/AcademicIntegrityOfStudents.pdf> and viewed on 3/15/12.