



ACADEMIC INTEGRITY POLICY

Absolute integrity is expected of every Brooklyn Technical HS student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all school relationships and interactions connected to the educational process, including the use of school resources. *(Adapted from Cornell University Academic Integrity Policy and Staten Island Technical High School)*

The following procedures and protocols will provide the educational community with a moral standard indicating that cheating and plagiarism are wrong, provide sanctions that will deter cheating and plagiarism, and provide for consistent and fair administration of those sanctions.

APPEAL PROCESS

If a student/parent(s) wishes to appeal an accusation of plagiarism because a primary source cannot be produced, they may request that a Review Board review the case. The appeal must be submitted within 5 school days of the accusation to the secretary in the Principals Office (1W18).

1. The student must:
 - Submit a copy of the original paper/work; submit primary source materials and specific references cited; and submit 3 to 5 samples of prior written work graded by the teacher in question.
 - Take a written assessment in the presence of the subject area supervisor/designee
2. The Assistant Principal and two other subject area teachers will review the written work in comparison to prior tasks and the paper under suspicion. An oral defense of the work in question may be required.
3. The final decision of the Review Board (majority rules – 2/3) will stand and is not subject to further appeal or review.