



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.

PLAGIARISM

A student is in violation of the New York City Department of Education Citywide Standards of Intervention and Discipline Measures (Infraction B-32) when he / she:

Violation
Copies or paraphrases written work from the Internet or any other source without quotations or citing the source
Represents the product of someone else’s creativity as his/her own work
Takes actions to circumvent counter-plagiarism software and/or procedures.

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

- The teacher is to **CLEARLY** document in writing, on the original student paper/work, his/her reasons for concluding the “work product” in question has been plagiarized.
- A copy of the original student paper/work containing the teacher’s conclusions for plagiarism should be generated.
- The teacher should privately speak to the student being accused of plagiarism.
- At the time of the **PRIVATE** Student-Teacher Conference, the student should be provided the **COPY** of his/her original paper/work that now reflects the teacher’s argument(s) and conclusion for claiming the document in question was plagiarized.
- Once the assessment is graded:
 - A grade of 45 is the maximum allowable grade for a first time class offense.
 - If the grade earned is below 45, the earned grade will stand.
 - A grade of zero may not be given for a first time class offense.
- Within **24 hours**, the **Parent/Guardian must be contacted** verbally or in writing (email is strongly recommended)
- Within **24 hours**, the **Dean must be notified** via Daedalus referral with a copy to the Guidance Counselor
- Any subsequent offenses of cheating by a student in the same subject class will result in an automatic zero for the assessment. The teacher must record all plagiarism occurrences in Daedalus (see #5 above).
 - Honor and Integrity will be taken into account regarding National Honor Society membership as well as participation in extracurricular activities including academic, athletic, and social clubs.*
 - Student with Academic Integrity violations will be individually reviewed regarding participation on school trips.*
 - Student with Academic Integrity violations will be individually reviewed and may be deemed ineligible to hold school leadership positions.*
 - The length of time elapsed since the offense will be considered in the review process to provide a redemptive opportunity to students.*