

UCVTS Honor Code

The Union County Vocational Technical Schools prides itself in instilling the philosophy of integrity, character, and honesty. The academic community of UCVTS, including the faculty and students view integrity as the basis for intellectual discovery, artistic creation, independent scholarship, and meaningful collaboration. We acknowledge and hold honesty in a student's work as the representation of our work and in our interactions with teachers, counselors, peers, and students as the foundation of our community.

This Policy defines violations of academic integrity and outlines the potential penalties for such violations and the process for adjudicating alleged violations. This Academic Integrity Policy applies to all schools of the UCVTS school district. The reason for the policy is to inform teachers, students, parents, and staff of the UCVTS community expectations of academic integrity and the procedures related to adjudicating academic integrity violations.

STAKEHOLDER RESPONSIBILITIES

Students have the responsibility to:

- Avoid situations that might contribute to cheating or plagiarizing.
- Avoid unauthorized assistance. Clarify with teachers when it is acceptable to use AI and how to cite and/or explain AI use.
- Avoid plagiarism
- Consulting faculty members about a questionable situation.
- Contribute to a culture of academic integrity

Parents have the responsibility to:

- Support their child's efforts to maintain academic integrity.
- Have knowledge of the UCVTS Honor Code.
- Support faculty and administration in enforcing the Honor Code.

Teachers have the responsibility to:

- Teach or review the correct use of sources and citations when assigning work.
- Structure conditions during testing to alleviate the possibility of cheating.
- Specify the types of collaboration that are discouraged and those that are encouraged.
- Specify when it is acceptable for students to use Artificial Intelligence (AI) on any part of an assignment and what the expectations are for students to cite and/or explain their use of AI.
- Report any academic integrity violations to their Building Principal.

Counselors have the responsibility to:

- Review and explain the UCVTS Honor Code when appropriate.
- Work together with students, teachers, administrators, and parents in supporting the UCVTS Honor Code.
- Encourage course selection that will allow the student to work independently to their capability.

Administrators have the responsibility to:

- Make sure that all faculty, students, and parents have knowledge of the UCVTS Honor Code.
- Create a school-wide environment which encourages integrity and scholastic honesty.
- Maintain accurate records of violations.

DEFINITIONS:

1. Cheating

Cheating is the use or possession of inappropriate or prohibited materials, information, sources, or aids during an academic exercise. Some examples of cheating includes, but are not limited to:

- Submitting papers, projects, reports, analyses, and other textual or visual material and media as one's own work when others prepared them
- Obtaining portions of an assessment or exam prior to the testing time.
- Using or having access to books, notes, calculators, cell phones, technology, or other prohibited devices or materials during a quiz or examination.
- Representing another person's work as your own.
- Submitting the same work or major portions to satisfy the requirements of more than one course without permission from the instructors involved.
- Copying or allowing others to copy information from someone else's work, test, quiz, research paper, or homework.
- Preprogramming a calculator or other device to contain answers, formulas, or other unauthorized information for use during a quiz or examination without prior approval.
- Exchanging information by any means including but not limited to oral, written, pictures, text, or unauthorized A.I. use.
- Unauthorized use or presence of any of the following material or aids of study aids, cheat sheets, notes, books, formulas or information in calculators/computers/cell phones. and other textual or visual material and media as one's own work when others prepared them.
- Working collaboration with others without prior authorization.
- Any form of plagiarism such as stealing or passing the ideas or works of another as your own without crediting or citation of the source.

2. Fabrication

Fabrication is the misrepresentation or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. The following are examples, but are not limited to:

- Citing a source that does not exist.
- Making up or falsifying evidence or data or other source materials.
- Presenting false research papers, reports, or other documents by altering or omitting data that do not support one's conclusions or claimed experimental precision.
- Providing false excuses, documents, or other information to excuse late or missed assignments, or to justify the need for regrading.

3. Facilitation of Dishonesty:

Facilitation of dishonesty is deliberately or carelessly allowing a student's work to be used by other students without prior permission of the teacher and encouraging others to commit violations of academic integrity. A student who deliberately facilitates a violation of academic integrity can be subject to the same sanctions as the student who receives the unauthorized assistance, even if the facilitator does not benefit personally from the violation. Examples of this violation are the following, but are not limited to:

- Collaborating before an assessment, quiz or test to develop methods to exchange information during testing.
- Allowing others to copy answers to complete an assessment.
- Accessing or distributing exam material before testing
- Allowing other students access to your work without prior approval.
- Taking an assessment with prior knowledge that the assessment has been compromised.
 - For example, if a student is aware that a test has been shared inappropriately, and still takes the exam without notifying the instructor or an administrator.

4. Violations Involving Potentially Criminal Activity:

Violations in this category include theft, fraud, forgery, or distribution of illicitly obtained materials committed as part of an act of academic dishonesty.

Some examples are, but are not limited to:

- Unauthorized acquisition of an examination from a teacher or electronic files.
- Distributing an examination, forging or tampering with grades, transcript or official records..

NOTIFICATION OF AN ACADEMIC INTEGRITY VIOLATION

In the event that a staff member is aware of an academic integrity violation, teachers should consult with administration on academic consequences, including whether to determine whether this is a first offense. The staff member shall then notify the accused student and parent/guardian of the violation.

The notification shall be made by the teacher to inform the student:

- (a) that an academic integrity violation has occurred
- (b) of the academic consequences
- (b) that school counselors are available to provide support.
- (c) that they may appeal the finding to their building principal
- (d) a Parent/Guardian contact must be made and documented.

Student will also meet with the Building Principal to discuss the violation, any further consequences, and steps taken to ensure that no future academic integrity violations occur.

CONSEQUENCES FOR AN ACADEMIC INTEGRITY VIOLATION

	Academic Consequences	Extra-Curricular / Disciplinary Consequences	Parent/Guardian Notification
First Offense	The student will receive a 50% grade on the assignment, once completed.	<p>National Honor Society selection committee will be made aware of the violation. Student may be ineligible for or removed from the National Honor Society.</p> <p>Further disciplinary actions and consequences at the discretion of Administration. Including but not limited to: suspension, removal from extra-curriculars, and course failure.</p>	Parent/guardian & counselor notification
Second and Subsequent Offenses	The student will receive a zero on the assignment.	<p>National Honor Society selection committee will be made aware of the violation. Student will be ineligible for or will be immediately removed from the National Honor Society.</p> <p>Further disciplinary actions and consequences at the discretion of Administration. Including but not limited to: suspension, removal from extra-curriculars, and course failure.</p>	Parent/guardian & counselor notification

NATIONAL HONOR SOCIETY CONSIDERATIONS:

A Faculty Council is established in each individual academy. This council is responsible for recruitment, selection, determining eligibility, and maintaining the integrity of society. Therefore, any student accused of an academic integrity violation that is determined as founded will affect their status if they are a member or potential ability to qualify for the National Honor Society in the future. The council has the right to deny a student on the basis of academic integrity issues. If a current NHS member is accused and found to have violated the Honor Code policy regarding academic dishonesty, may be immediately removed and prohibited from participating in the future.

APPEAL PROCESS

If students choose to pursue an appeal based on available evidence that would challenge the academic integrity violation, students should contact their building principal within 3 days of receipt of the academic integrity violation to request an appeal.

In the event of an appeal, the Principal or designee will:

- (a) review all information about the violation with the student
- (b) allow the student to respond to the allegation
- (c) meet with the teacher and student
- (d) gather information
- (e) issue a determination either upholding or overturning the academic integrity violation

In the event that a student is appealing the decision of a staff member who teaches in a different building, each principal may be involved in the process of gathering information and deciding whether to uphold or overturn the academic integrity violation.

If the determination finds that the student has not violated the Academic Integrity Policy, the matter shall then be closed. If the student is found to be in violation of the Academic Integrity Policy, then the Principal or designee shall refer to the chart below to determine an appropriate action and consequence.