

DORAL ACADEMY PREP ACADEMIC INTEGRITY POLICY

All Doral Academy Charter students are expected to be honest in the way they carry out, present and submit their work. This means that all parts of all works submitted for assessments, whether internal or external, must either be original to the student or must be properly cited.

Academic Dishonesty

Academic dishonesty/malpractice may involve:

- Copying materials from a textbook, the internet, or another student and presenting it as one's own work.
- Collusion.
- Taking unauthorized materials into an examination room (e.g. electronic devices other than a permitted calculator, notes, smartphones, etc.) regardless of whether this material is used or potentially contains information pertinent to the examination.
- Misconduct during an examination, including any attempt to disrupt the examination or distract another student.
- Exchanging or in any way supporting, or attempting to support, the passing of information that is related to an examination.
- Failing to comply with the instructions of the teacher/proctor or other members of the school's staff responsible for the conduct of the examination.
- Impersonating another student.
- Stealing/copying examination papers.
- Using an unauthorized calculator during an examination.
- Disclosing or discussing the content of an examination paper with a person outside of the immediate school community within 24 hours of the end of the examination.

*****The list above is by no means exhaustive.***

Distinction between legitimate collaboration and unacceptable collusion or plagiarism

There are occasions when group work is entirely desirable and acceptable. This is legitimate collaboration. In such a case, each student involved should play a distinct part so that it is clearly seen how their contribution differs from that of others in the group. Any written work presented must be individual. One student cannot do the writing for another.

Unacceptable collusion occurs when one student copies from another with their agreement, or when one student does the work for another.

Actions to be taken by the school if a student is found guilty of malpractice

The emphasis of Doral Academy’s academic honesty policy is on prevention, and on students learning the appropriate skills of correctly referencing work. We are aware that students come from a variety of cultural backgrounds, and it may take them time to understand this policy. This is not to say that plagiarism is tolerated. Repeated offences will mean that more severe action will be implemented. Student’s found guilty of malpractice in general will be subject to consequences at the discretion of the school administration which can include:

- **Meeting with student’s counselor and school administrator about the incident. Parents notified**
- **Zero earned for the assignment**
- **Saturday school detention**
- **Outdoor suspension**
- **Student placed on academic probation for the school year**

How are students educated about academic honesty and integrity?

- Parents will be required to read and sign Academic Honesty and Integrity agreement.
- Policy will be explained by teacher and may be included in teacher’s syllabi.
- Policy will be located in both Parent and Student contract.
- Policy will be detailed in school’s morning announcements

I have read the Doral Academy Prep Academic Integrity Policy and understand the consequences associated with any violation of this policy.

Student Name: _____

Student ID: _____ Grade: _____

Student Signature: _____

Date: _____

Parent Name: _____

Date: _____

Parent Signature: _____

Date: _____