

[INSERT ON LETTERHEAD]

**ACADEMIC INTEGRITY POLICY**

The Board of Directors of Across the Bridge Foundation dba Downtown College Preparatory Charter School (“DCP” or “Charter School”) believes that academic honesty and personal integrity are fundamental components of a student’s education and character development. Academic Integrity One of DCP’s Core Values is pride. This means that we expect DCP students to take responsibility for completing their own work. Students who cheat, copy or claim credit for work that is not theirs disrespect our core values, the DCP Community, and themselves as learners. DCP students are expected to be the sole authors of their work and to exhibit honest behavior and academic integrity. Use of another person’s work must be accompanied by specific citations and references. DCP also expects students will not cheat, plagiarize, or claim products generated by Artificial Intelligence as their own. The purpose of this policy is to create and maintain ethics and integrity in all academic endeavors and to provide our students with an understanding of what is and is not acceptable.

**Definitions**

- *“Plagiarism”*:
  - o The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.
  - o To claim products generated by Artificial Intelligence as your own
- *“Artificial Intelligence”*: Artificial Intelligence (“AI”) is a computer, robot, or other programmed mechanical device having the humanlike capacity to perform operations and tasks analogous to learning and decision making in humans, or question answering. Examples of AI include the following:
  - o *“Chatbot”*: a computer program in the form of a virtual email correspondent that can reply to messages from computer users.
  - o *“ChatGPT”*: ChatGPT is generative AI chatbot. It is a natural language processing tool driven by AI technology that allows human-like conversations and much more with a chatbot. The language model can answer questions and assist with tasks, such as composing emails, essays, music, images, and code.

**Examples of Plagiarism and Academic Dishonesty**

1. Quoting someone else’s words, sentences, paragraphs, or an entire paper without acknowledging the source.
2. Paraphrasing someone else’s ideas, opinions, or theory without acknowledging the source.
3. Imitating someone else’s argument without acknowledging the source.
4. Using more of a source than is acknowledged in the citation.

5. Copying a fellow student's work, paper, and/or essays and turning it in as your own.
6. Copying another student's computer file and submitting the work as your own.
7. Buying an essay, paper, or written work online.
8. Using teacher manuals or answer keys.
9. Cheating during an examination, including the possessions of unauthorized material, or generating answers with a chatbot
10. Disclosing information to another student including an examination's contents.
11. Using tools to generate text, art, code, or music, that students then represent they generated independently.

Regardless of the student's intent, the above acts constitute plagiarism and/or academic dishonesty. In essence, plagiarism is the theft of someone or something else's ideas and/or work. Whether a student copies verbatim or simply rephrases the ideas of another person or through AI without properly acknowledging the source, it is still plagiarism. In the preparation of work submitted to meet assignment requirements, whether a draft or a final version of a paper or project (art, music, code, etc.) students must take great care to distinguish their own ideas, language, and work products from information derived or created from other sources. Sources include published primary and secondary materials, electronic media, information, and opinions gathered directly from other people, and products generated by AI.

Students are expected to adhere to specific guidelines and/or instructions provided by their teachers. All citations must be in either APA or MLA format as instructed by the teacher. Students are solely responsible for their own work. Accordingly, students are expected to ask for assistance or clarifications on any issue where there may be questions or uncertainty. Students are prohibited from using AI to generate work products submitted for credit **unless the teacher approves the use of AI tools for the assignment or project**. In such cases, teachers shall clarify parameters for appropriate use of AI.

### **Process for Addressing Incidents of Plagiarism or Academic Dishonesty**

If a student is suspected of plagiarism or academic dishonesty, the following procedures will be followed:

#### **1. Initial Incident**

The teacher of record will confirm the student plagiarized or has been academically dishonest. The teacher of record will inform the Charter School Principal in writing that the student has engaged in plagiarism or academic dishonesty. The teacher will meet with the student and provide the student guidelines on how to avoid plagiarism and academic dishonesty in the future.

The student will receive a written warning and will be required to redo the assignment.

If the student fails to resubmit the assignment, the student will receive an F/0.

#### **2. Second Incident**

Board Policy #: [INSERT]  
Adopted/Ratified: [INSERT]  
Revision Date: [INSERT]

The teacher of record will issue a second written warning with a copy provided to the Charter School Principal. A meeting with the student, the student's parent/ guardian, the teacher of record, and Principal will be held to explain seriousness of the issue and to review the previously provided guidelines. The student may also be placed on an academic integrity agreement.

The student will receive an F/zero for the assignment.

### **3. Third (and subsequent) Incidents**

The student will receive an F/zero on the assignment. The student will also receive a reduction of one letter grade for the entire course, regardless of which courses the first two offenses occurred. The teacher of record will provide a written warning to the student, the student's parents/guardian with a copy provided to the Charter School Principal. A meeting with the student, student's parent/guardian, teacher of record and Principal will be held. The student may also be placed on an academic integrity agreement.

Student may also be subject to discipline in accordance with Charter School policies.

#### **Students with Individualized Education Program or Section 504 Plans**

If the student has an Individualized Education Program ("IEP") or Section 504 plan, the teacher of record will contact the Charter School's Director of Special Education or the 504 Coordinator and comply with all provisions of applicable law in addressing any student conduct concerns, including plagiarism and academic dishonesty.

#### **Appeal Procedure**

The following procedure is established to ensure that a student may appeal: 1) a reduction in grade; 2) a reduction in a course's grade; and 3) failing a course due to plagiarism or academic dishonesty:

The student and parent/guardian will submit their appeal in writing to the **Managing Director of Academics** and include why they believe the finding and consequence is not accurate/appropriate. The **Managing Director of Academics** will investigate and respond with a written determination within ten (10) school days. The decision of the **Managing Director of Academics** is final.

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