

Academic Integrity Policy

“We pursue truth, beauty and goodness” from the Cavalier Oath, means that the Capstone Classical Academy community behaves with honesty and integrity. Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our virtues with or without the presence of others. In an environment of honesty and integrity, the work we turn in as our own is our own.

Mentors and administrators at CCA firmly believe that cheating denies the value of education, damages the ethical character of the individual scholar, and undermines the integrity of our academy community. The Academic Integrity Policy affirms that we value learning for its own sake, and that we therefore demand personal integrity and intellectual honesty in all academic work.

DEFINITION

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other scholars only as specifically directed and authorized.
- Report breaches of academic integrity to a Mentor, counselor, or administrator.

What is cheating?

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

Some examples of what cheating looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, or graphing calculators.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your mentor(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your mentors in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.

- Doing more or less than your share of a group project without permission from your mentor.

MENTOR, SCHOLAR, PARENT, AND ADMINISTRATOR RESPONSIBILITIES

Scholar's Responsibilities

- Read and know the school's Academic Integrity Policy.
- In addition to observing the CCA Academic Integrity Policy, observe all course-specific rules and consequences established by your mentors.
- Report to the mentor if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework.
- Do not use study aids (such as Sparknotes) as an alternative to completing an assignment.
- Only work with others when the mentor has specifically given permission.
- Seek only appropriate help from parents, tutors, or other scholars; check with the mentor prior to receiving the help to know what help and assistance is appropriate.
- If collaboration has not been specified as permissible, the assignment must be your individual honest effort.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation.
- During tests and quizzes, keep your paper covered and your eyes on your own paper.
- When in doubt, clarify with the mentor what aids may be used on the test (calculator, notes, etc.).
- Do not talk during test except to mentor.
- Do not discuss any aspect of the test until the mentor has returned it or given permission to discuss it.

CCA Responsibilities

- Be precise about expectations for scholars by clearly stating the Academic Integrity Policy, orally and in writing.
- Communicate the range of consequences for Academic Integrity violations to the scholars.
- Address the use of study aids (e.g., SparkNotes, tutors, etc.) in course work.
- Clearly specify when collaboration with other scholars is permitted on an assignment.
- Review Scholar work regularly for violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy regarding your own class assignments to an administrator.
- Report violations of the Academic Integrity Policy regarding another CCA's class assignment to that mentor Tell Scholars when they are allowed to discuss a test after it has been given.

Parent Responsibilities

- Read and know the school's Academic Integrity Policy.
- Help the scholar understand you value academic integrity and expect the scholar to comply with the school's Academic Integrity Policy.
- Support the imposition of consequences if the Academic Integrity Policy is violated.
- Require Scholars to do their own work.
- When helping scholars with assignments, ensure that their work remains their own.

Administrator Responsibilities

- Make available to all scholars, mentors and parents a copy of the school's Academic Integrity Policy.
- Facilitate ongoing conversations and reflection about the Academic Integrity Policy.

- Administer fair and consistent consequences for offenses of the Academic Integrity Policy.
- Maintain records of Academic Integrity Policy offenses.

PROCEDURES AND CONSEQUENCES

Procedures

All parties concerned—scholars, parents, and administrators—are to understand that the CCA’s professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.

Whenever a scholar is found to have violated the Academic Integrity Policy and/or course-specific rules, these procedures will be followed:

1. The CCA will document the violation in SIS and report it to the Director via email.
2. The Director will record the violation in SIS as part of the scholar’s permanent disciplinary record.
3. The Director will review the scholar’s disciplinary record and determine whether the violation in question is the Scholar’s first (or subsequent) offense.
4. The Director will confer with the CCA and the scholar and may contact the scholar’s parents. The purpose of the CCA-scholar conference is to review the Academic Integrity Policy, clarify why the work or behavior in question constitutes a violation of it, and help prevent future violations.
5. According to the stated expectations of the academy, an appropriate penalty for the offense will be imposed. Consequences for first-time and subsequent offenses are outlined below.

Consequences

Consequences for a first-time violation may include (but are not limited to):

- Meeting with the Director, letter or apology to the CCA or Instructor.
- Citizenship of “U” on a quarter or semester report card.
- Grade lowered one (1) letter grade for the quarter or semester report card.
- A mentor may decline to write a letter of recommendation or report it in a letter. A mentor may also rescind a recommendation after it has been sent.

Consequences for subsequent violations may include (but are not limited to) any of those above as well as the following:

- Repeat offense in same class: Conference called by Administrator with Scholar, mentor, parent, and counselor along with suspension.
- Repeat offense, but not in the same class: Appropriate action taken by Administrator (suspension).
- Grade lowered several letter grades for the quarter or semester report card.
- Suspension and/or exclusion from extracurricular activities, including removal from Scholar Body office and disqualification from CCA Honor Society.
- Repeated three times and the scholar will be recommended for expulsion to the Board of Directors.