



Proverbs 22 Policy and Procedure: Student Integrity

Integrity

All students are expected to act with honesty and integrity. Students should present themselves in a way that is pleasing to God in both word and deed. Our Student Code of Conduct affirms this commitment to integrity and can be found on the appropriate section of our website.

Behavioral Integrity

Each student is expected to behave in a manner that facilitates learning in our community classroom environment and is pleasing to God in word and deed. Attitudes and behaviors that nurture character and ethical behavior include the following core values:

1. Respect – Showing regard, consideration, and courtesy for the rights and thoughts of others and conducting oneself in a mature, dignified manner.
2. Responsibility – Distinguishing between right and wrong and being held accountable for one's own actions.
3. Honesty – Being truthful, respecting the property of others, and demonstrating virtuosity.
4. Self-Discipline – Controlling one's own actions and attitudes.

Procedures

Students agree that a class facilitator may need to take immediate action upon observing any behavioral disruptions. Students should comply with all requests by a classroom facilitator regarding disruptive behavior. Classroom facilitators will use the following procedures when disruptive classroom behavior occurs:

Behavioral Disruptions

- I. Any student who causes a behavioral disruption may be dismissed by the classroom facilitator for the remainder of the class period and sent to study hall.
- II. The classroom facilitator shall initiate a discussion with the student, the respective coordinator, and the student's parent/guardian to resolve the issue prior to the next community meeting and create an action plan to prevent such situations from continuing to occur. The coordinator will inform the Director of Proverbs 22 of the issue and explain details of the meeting amongst the classroom facilitator, student, and parent/guardian and the action plan developed.
 - a. Any further disruption by the student may result in a second dismissal and a referral in writing by the classroom facilitator to the respective coordinator and Proverbs 22 Director for dismissal from that class.
 - b. Dismissal from more than one class will result in dismissal from Proverbs 22 without refund of facility or supply fees.

Background – Academic Integrity

Proverbs 22 seeks to assist parents with preparing their student for his/her future. Whether that future includes college, technical school, business, or service to our great nation, academic integrity is a hallmark of lifelong learning. At Proverbs 22, we believe the parent is their child's primary classroom facilitator and that any Proverbs 22 classroom facilitators serve more as subject matter guides leading students through hands-on activities, class discussions, projects, etc. It is the parent who is ultimately responsible for ensuring their students maintain academic integrity. Any Proverbs 22 classroom facilitator who wishes to may assist parents with this but are not responsible for.

Academic Integrity

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. At Proverbs 22, we believe that any form of Academic Dishonesty negatively impacts our entire community not just the student(s) involved.

Examples of Academic Dishonesty

- Plagiarism – submitting as one's own all or part of another's work in an academic evaluation such as an examination, oral assignment, or written assignment.
- Fabrication - Claiming credit for or submitting work done by another or inventing information in academic exercises such as reports, laboratory results, citations, etc.

Plagiarism

The act of taking facts, ideas, or language from another's work without acknowledgement and passing them off as one's own.

4 Key Things to Note Regarding this Definition

1. Facts – one cannot simply copy another's lab results or data produced by another's experiment and/or pretend it is their own original material.
2. Ideas – This applies to an author's opinions as well as facts. One cannot copy another's theories, conclusions, arguments, or creative ideas.
3. Language – This applies to sentence structure, metaphors, and style as well as individual words and phrases. One can quote the original language directly, or put it in one's own words completely (with proper citation) but cannot simply copy it.
4. Without Acknowledgement – One is allowed to use someone else's facts, ideas, and language in their own work so long as it is properly cited using commonly used academic styles (MLA, APA, Chicago, etc.).

Examples of Plagiarism

- Buying a paper off the internet – Students are expected to do their own work.
- Copying a sentence or two – Copying a small amount is no different than copying the whole thing.
- "Recycling" an old paper – One may not copy their own work. It's like trying to pass off used chewing gum as new gum... no one wants that!
- Using artificial intelligence to write all or part of one's work.