**CABAM Values/Student Expectations/Academic Integrity**

Students in the CABAM program at Palm Harbor University High School are expected to learn and practice these Core Values. A focus on these Core Values will help each student achieve the CABAM Mission of “Empowering Success.”

**CABAM Core Values: PRIDE3**

(PRIDE3 = Professionalism, Results, Integrity, Diversity, Education, Engagement, Excellence)

* **P**rofessionalism is the conduct, abilities, and decision making expected from a person.
* **R**esults indicates a focus on achieving the correct and proper end outcome.
* **I**ntegrity includes honesty, responsibility, and reliability.
* **D**iversity is the understanding and recognition that individuals are unique.
* **E**ducation is knowledge acquired after studying something or experiencing life lessons.
* **E**ngagement is the commitment one has towards completing goals.
* **E**xcellence means to surpass expectations.

**Common Career Technical Core**

**Career Ready Practices**

Career Ready Practices describe the career-ready skills that students should develop. These proficiencies are not exclusive to a class, career Pathway, program of study, discipline, or level of education. Career Ready Practices are taught and reinforced in all career preparation programs with increasingly *higher levels of complexity and expectation as students advance through a program of study*.

I will:

1. Act as a responsible and contributing citizen and employee.

2. Apply appropriate academic and technical skills.

3. Attend to personal health and financial well-being.

4. Communicate clearly, effectively and with reason.

5. Consider the environmental, social, and economic impacts of decisions.

6. Demonstrate creativity and innovation.

7. Employ valid and reliable research strategies.

8. Utilize critical thinking to make sense of and persevere in solving problems.

9. Model integrity, ethical leadership, and effective management.

10. Plan education and career paths aligned to personal goals.

11. Use technology to enhance productivity.

12. Work productively in teams while using cultural/global competence.

**ACADEMIC INTEGRITY**

**MALPRACTICE and/or CHEATING**

***Educational Malpractice***is any behavior that results in, or may result in, a student gaining an unfair advantage. ***Cheating*** is to practice fraud or deceit, or to violate rules or regulations, or to complete an assignment, or take an examination or test in a dishonest way, as by improper access to answers. These include:

* **Plagiarism** – the representation of the ideas or work of another person as the one’s own.
* **Collusion** – the supporting of malpractice by another candidate, as allowing one’s work to be copied or submitted for another.
* **Duplication of work** – the presentation of the same work for different assignments
* **Other** – includes taking unauthorized materials into an exam, test, quiz or other assessment situation – including being in possession of electronic devices during said assessments; engaging in misconduct during an exam, test, quiz or any other assignment; falsifying any records; copying, paraphrasing, reusing or submitting another’s work without acknowledging the source, including information from the Internet; receiving or giving of any unauthorized assistance on any form of academic work.

**Plagiarism**, including the misuse of artificial intelligence tools, is strictly prohibited in this course. Plagiarism involves presenting someone else’s work, ideas, or intellectual property as your own, without proper attribution. The misuse of artificial intelligence tools refers to using AI-generated content or solutions in lieu of your own understanding, effort, or genuine engagement, which undermines the learning process and academic integrity.

Expectations and Guidelines:

1. Originality: All work submitted must be your original creation, reflecting your understanding, effort, and insights into the subject matter. If you use AI tools to assist in your work, it should be for directional support and not the solution itself.
2. Attribution: If AI-generated external sources are utilized in your assignments, proper attribution, citation, and acknowledgement must be provided, adhering to the guidelines specified by the assignment/course.
3. Critical Engagement: Assignments are designed to encourage your critical thinking and problem-solving skills. Relying solely on AI-generated content without active engagement, analysis, or interpretation of the material is considered a breach of academic integrity.
4. Acceptable match percentage: The academic consensus on acceptable match percentage through all plagiarism check tools (Turnitin, ai checker, etc.) for all student submissions is 15% (Sources: Teesside University, ResearchGate, Fix Gerald)

Consequences of Plagiarism and Misuse:

Engaging in plagiarism and/or the misuse of artificial intelligence tools will result in disciplinary actions, which may include:

* + One full letter grade reduction (from original earned grade) for every 5% increment plagiarism match over 15%
	+ (i.e., If the earned grade is B but plagiarism match is 25%, the final grade is D)
	+ Formal recording of plagiarism incident in Focus
	+ Formal recording of plagiarism incident in Focus and as referral if second offense

Do your best to embrace the learning process, seek help when needed, and engage with the course material and assignments thoughtfully and ethically. If you have questions about using AI tools or need guidance on proper attribution, consult with me before submitting your work.

The CABAM faculty are opposed to malpractice and cheating for several reasons, including:

* Ensuring a level playing field for all students. Any of the above actions may result in a student receiving the same or a better grade than students who have honestly earned the grade. Such dishonesty could result in the cheater’s grade point average and class rank to be unfairly inflated and thus negatively affecting other students’ class rank and morale.
* This may also misrepresent to parents, colleges, and teachers a student’s true proficiency in the subject.
* The time taken to monitor students for cheating causes a reduction in the time a teacher has to use for academic instruction or student assistance.
* The CABAM program offers may opportunities for students to prepare for life after academia. Any misrepresentation of accomplishments during this program violates the foundation and intention of this program.

Students who have questions regarding whether something constitutes malpractice, cheating, or plagiarism have a responsibility to consult with the teacher *prior* to submitting assignments.

**CABAM Late Work Submission Policy**

**Introduction**:

As part of CABAM’s commitment to prepare students for the expectations of the professional world, we have established a late work submission policy that mirrors the standards and practices of the employment environment. This policy is designed to instill responsibility, time management, and accountability while also accommodating genuine and unforeseen circumstances that may arise which could hinder the timely submission of assignments and projects.

**Policy Overview:**

Late work submissions are generally discouraged, as they reflect poor time management and can have negative consequences in a professional setting. However, we recognize that in the real world, unforeseen events can occur. Therefore, we have implemented a structured process for handling late work submissions. Late work submissions will be evaluated on a case-by-case basis. It is important for students to understand that late submissions can have consequences in both academic and professional settings. We believe that this policy strikes a balance between preparing students for the demands of the business world and accommodating genuine challenges that may arise during their academic journey.

* Submission Deadlines:
	+ All assignments are expected to be submitted by the specified due dates. Deadlines are set to simulate real-world business expectations and ensure a consistent learning experience for all students.
* Late Submission:
	+ Late submissions should be exceptional and should not become a regular practice. Assignments not submitted by the due dates will receive grades of 0 in the gradebook. If a student is unable to submit an assignment on time due to extenuating circumstances, they may submit late work up until the end of the grading period. However, a penalty of 5 percentage points will be deducted from the final grade for each day the assignment is late.
* Consistent Communication:
	+ Open and honest communication is vital. If you anticipate difficulty meeting a deadline, communicate with your instructor in advance. They may offer guidance, suggest alternatives, or provide extensions if the situation warrants.
* Documentation of Reasons:
	+ If an assignment is submitted after a due date, students must complete and submit a "Late Work Communication Form" to indicate the reasons for the delay. This form must be submitted within with the late assignment. Late work will not be graded without this documentation. This documentation should include an explanation of the circumstances that led to the late submission. As well as steps taken to prevent future late submissions. (See form attached)
* Approval and Evaluation:
	+ The late submission and its accompanying justification will be reviewed by the teacher. Approval for late submission will be granted based on the validity of the reasons provided. The quality and effort put into the assignment will not be affected by the late submission penalty.

By adhering to this policy, you will develop crucial skills such as time management, responsibility, and effective communication, all of which are highly valued in the business world. We are committed to preparing you for success in your future endeavors. If you have any questions or concerns regarding this policy, please feel free to contact your instructor or the department head.

These CABAM Student Expectations are intended to clearly communicate the opportunities available to students enrolled in the CABAM Program. Since infractions compromise the integrity of the school and of the CABAM program. Violations may result in disciplinary actions as provided by the Pinellas County School Board in accordance with the PHUHS Discipline Plan.