



## ACADEMIC INTEGRITY POLICY

Academic integrity is highly valued at St. Mary of the Angels Catholic School. Students are expected to treat each other and their teachers with fairness, honesty, respect, and trust in the conduct of their academic responsibilities. By doing one's own work, a student grows in confidence, knowledge, and the ability to contribute to the learning environment. Students who practice academic dishonesty put self-interest above honesty, fairness, and their own learning. In the process, they not only lose the respect and trust of others, but also jeopardize the integrity of the community. Students, unless otherwise directed, must always submit work that represents their original words or ideas.

### Definitions

#### *CHEATING*

Cheating is defined as providing or getting unauthorized help on an assignment, quiz, or examination:

1. Students must not receive from any other student or give to any other student any information, answers, or help during an exam.
2. Students must not take notes or books to an exam, when such aids are forbidden, and must not refer to any books or notes, online or hard copies, while taking the exam unless the instructor indicates it is an "open book" or "open notes" exam, or gives permission to use online resources. In the case of an "open note" exam, students may rely on their own notes only and not the notes of other students or online resources.
3. Students must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected;
4. Students must not copy the homework, tests, or other assignments of another student.
5. Students must not submit answers/papers from online resources as their own.

#### *PLAGIARISM*

Plagiarism means submitting work as your own that is someone else's. For example, copying material from a book, electronic source, or another source without acknowledging that the words or ideas are someone else's and not your own is plagiarism. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write. You may not resubmit your own work.

### Some Examples of Academic Dishonesty Include the Following:

#### TESTS

- Using notes in any form on a closed book/closed note test, including accessing answers from a website
- Talking to another student during a test
- Looking at another student's paper during a test or allowing another student to look at your test
- Stealing copies of tests
- Allowing another student to copy your test in class or for make-up work
- Getting test information from a student who has previously taken the test
- Text messaging during a test, having your phone out during a test, or using any device with a camera during a test
- Altering or adding any information to a corrected test



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**WRITTEN ASSIGNMENTS**

- Using research materials without proper documentation
- Turning in online assignments/paragraphs as your own work
- Quoting without proper documentation
- Copying any part of another student's homework assignment
- Allowing another student to copy any part of your homework assignment
- Writing out responses in advance and submitting them as work done in class
- Submitting an assignment which is identical to that of another student

Forgery of a parents' signature will result in an in-school suspension for the first offense, out of school suspension for a second offense and consequences up to and including expulsion for any other forgery offenses.

**Consequences of Academic Dishonesty**

If any member of the faculty or staff (including substitute teachers) suspects a student of violating the school's Academic Integrity Policies, evidence of this infraction must be given to the principal immediately. This evidence may be the direct observation of the cheating by the teacher or staff person in which case no further investigation is required. Once other evidence is submitted, the principal will investigate the claim of dishonesty. This investigation will include discussions with the faculty or staff member and the student(s) in question. Once the teacher determine a student's academic dishonesty, the following consequences will take place:

**First Offense:** The student will receive a "zero" for the assignment and his or her parents will be notified by the principal; a notation is made on the student's disciplinary record and detention or a one day suspension.

**Second Offense:** The student will receive a "zero" for the assignment, a two day suspension, and the student will participate in an in-person parent conference with the principal; a notation is made on the student's disciplinary record.

**Third Offense:** The student will receive a "zero" for the assignment and he or she receives a three day suspension and notation is made on the student's disciplinary record. There is a possibility of expulsion from school.

If a child gives his/her assignment to be copied, that student also receives a "zero" for the assignment.

I have read and understand the Academic Integrity Policy.

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Student Signature

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Parent Signature