



Academic Honesty Policy

Introduction

Trinity Catholic School's Academic Honesty Policy is consistent with International Baccalaureate Organization expectations and Trinity Catholic School's Honor Code and Pledge.

Our school defines academic honesty as a set of values and skills based on the IB Learner Profile and Gospel values that promote personal integrity in teaching, learning, and assessment. We believe that in order to achieve this, it is important that we focus on educating our students to be principled, to recognize and celebrate authentic student work, and take pride in promoting student learning through inquiry that includes responsible use of information.

The IB MYP Learner Profile attributes are an important tool which can be used to emphasize the concept of Academic Honesty:

Principled:	Have integrity to give credit and cite sources.
Risk Taker/Courageous:	Always do your own work and remember that helping is much different from giving answers.
Thinker:	Think about how to share information in a way that is truly your own.
Inquirer:	Ask for help when needed.
Open Minded:	Think about how to give credit to others by always citing sources.
Communicator:	Use your own voice when writing.
Balanced:	Use your time management skills so you are not tempted to cheat.
Caring:	Respect others' work by only turning in what is truly yours.
Reflective:	Think often about honesty.
Knowledgeable:	Learn and correctly use citations.

In exercising academic honesty, students cite the ideas of the sources used in their academic work, behave appropriately during testing, adhere to all school and IBO regulations and procedures and avoid situations which could lead to the academic misconduct of another student.

Clarification of Academic Misconduct

At Trinity Catholic School, academic misconduct includes, but is not limited to, the following:

- Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement.
- Collusion is defined as supporting academic misconduct by another student; for example allowing one's work to be copied or submitted for assessment by another.
 - Submission of work as one's own that has been prepared by another person; consequences are also administered to the person who provides the work.
 - Cooperative or collaborative effort in coursework without explicit permission of instructor and/or without acknowledgement of the other group members.
- Duplication of work is defined as the presentation of the same work, without significant changes or improvements.
- Misconduct during an assessment (cheating) including using unauthorized materials or technology, disruptive behavior, and communicating with others during an examination, quiz or other assessment.

Academic misconduct can be intentional or unintentional. Sometimes the student's intention was not to be dishonest, but the decisions and/or actions were not carefully considered, and thus, academic misconduct resulted. This is why it is imperative that prudent decision making and extreme caution are exercised when students are completing work to be graded.

Consequences of Academic Misconduct

If a student is found engaging in one or more of the above behaviors, consequences may include, but are not limited to:

- Receiving a zero on the assignment
- Being placed on Academic Probation
- Redoing the assignment to show proficiency in skills (Grade will remain a zero.)
- Contacting parent
- Conference with principal, teacher and parent
- Suspension