

Tri-County International Academy Academic Integrity Policy:

Academic honesty and personal integrity are fundamental components of a student's education and character development. The Tri-County International Academy expects the students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. The well-being of the entire school community depends upon the student accepting responsibility for personal conduct in both social and academic endeavors.

The purpose of the TCIA Academic Integrity Policy is to prepare students for the reality created by technological advancements in the world of college and beyond, where cheating and plagiarism have dire consequences.

The TCIA believes that promoting academic honesty is the responsibility of the total school community. Only when there is a commitment on the part of all concerned can a school's academic environment facilitate a healthy respect among students for the values of academic honesty. In such an environment, students will know that teachers will not ignore nor will they condone cheating, plagiarism, or other acts of academic dishonesty. Students will also know that teachers, administrators, and parents/guardians will hold them accountable for any act of academic dishonesty.

Examples of Academic **Dishonesty** are:

Cheating - the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. This includes but is not limited to copying or giving an assignment to a student to be copied, using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers, or other unauthorized technology, during an exam or project.

Plagiarism - deliberately using someone else's words or ideas as one's own. Examples of this include using pre-written papers, copying an essay or article from an online or other source, cutting and pasting graphics or text, borrowing words or ideas, without giving proper credit. This could also include unintentional plagiarism when a student poorly paraphrases, quotes, or cites the words or ideas of another.

Forgery or stealing - which includes but is not limited to gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based upon specific evidence provided by the classroom teacher or other supervising professional employees, taking into consideration written materials, observation, or information from others. Violations of academic honesty are cumulative during the student's entire attendance in the TCIA.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below.

Level One Offense

Offenses: Cheating or plagiarizing involving regular classwork, homework, or quizzes.

Consequences: No credit for assignment and no opportunity to make up the work for a grade; parents/guardians are contacted, IB Coordinator notified.

Level Two Offenses

Offenses: *a)* a repeat of a level one offense, or *b)* cheating or plagiarizing involving unit tests or large projects.

Consequences: Student receives no credit on the assignment and will not receive an opportunity to make up the work for a grade; student meets with teacher, parent, and IB coordinator; home school counselor notified; detention or in-program suspension.

Level Three Offenses

Offenses: *a)* the third time a student is caught engaging in any level one and/or level two academic dishonesty, *b)* cheating or plagiarizing involving final exams or IB assessments, *c)* theft or aiding in the theft of a test or other teaching materials, or *d)* tampering with grade books or teacher keys in any way.

Consequences: Student will receive no credit for assignment and no opportunity to make up work for a grade; student may receive an "F" for the grading period in the class in which the offense is committed; conference with teacher, parent/guardian, IB coordinator, Head of School; in-program suspension or removal from the program.

Adapted from the following sources:
International Baccalaureate Academic Integrity Policy
Santa Cruz High School, Santa Cruz, CA
John F. Kennedy High School, Granada Hills, CA
Piedmont High School, Piedmont, CA
Wooster High School, Wooster, OH