

## Notre Dame Regional Secondary Academic Honesty Policy

Notre Dame Regional Secondary seeks to foster an environment of academic excellence in line with the long tradition of Catholic education. Academic honesty is an essential hallmark of that tradition.

By practicing sound research, writing, and presentation skills in an environment of academic honesty, Notre Dame students will develop the habits of life-long learners capable of contributing to their society and competing successfully in the global economy.

To encourage the practice of academic honesty, Notre Dame students are expected to credit their sources according to the MLA Style Guide.

Examples of Academic Honesty:

- a student summarizes his research in his own words;
- a student includes a References list with her science project.
- a student cites a quotation he uses in his PowerPoint presentation
- a student credits the musical artist whose work she uses in a Moviemaker presentation
- a teacher credits the author of an article he hands out to his students

Examples of Academic Dishonesty

- a student cheats on a quiz
- a student copies the homework of her friend before class
- as part of a group, a student lets his friends do all the work but claims credit and a mark
- a student steals or alters a file from the computer
- a student copies words off an essay she found on the Internet
- a student uses someone else's ideas in his English Lit essay without using a citation
- a student knowingly lets another copy her work

Penalties for Breach of Academic Honesty

1<sup>st</sup> Offense

- a. The teacher fills out an Academic Dishonesty Form, detailing the nature of the offense and action taken by the teacher. This form is kept on file in the school administrative system.
- b. Taking into consideration the severity of the incident, the teacher may give the student zero for the assignment or ask the student to rewrite it.

## 2<sup>nd</sup> Offense

- a. The teacher retrieves the Academic Dishonesty Form from the school administrative system and documents the second offense and action taken by the teacher.
- b. Taking into consideration the severity of the incident, the teacher may give the student zero for the assignment or ask the student to rewrite it.
- c. The teacher contacts parents and the Vice-Principal.

## 3<sup>rd</sup> Offense

- a. The teacher retrieves the Academic Dishonesty Form from the school server and documents the second offense and action taken by the teacher.
- b. Taking into consideration the severity of the incident, the teacher may give the student zero for the assignment or ask the student to rewrite it.
- c. The teacher contacts parents and the Principal. At this point, additional consequences may be given, including the denial of school references for grade 11 and 12 students.