

# SEWARD COMMUNICATION ARTS ACADEMY

## Academic Honesty Policy—Student Information Sheet

All students at Seward Communication Arts Academy have valuable ideas and should present them with their own voice and writing, not the voices/writing of others. Cheating and plagiarism prevent students from demonstrating their knowledge, which hinders their success and makes it difficult for teachers and parents to assess their progress.



**Cheating** includes the following:

- Copying from another's test or other work without permission.
- Using unauthorized study aids in place of reading an assigned text.
- Allowing another to copy one's own work.
- Taking another's information from online, in text or in person, and presenting it as his/her own.



**Plagiarism** is submitting another's ideas or words, in whole or in part, whether intentionally or not, from a print or non-print source, and representing those ideas or words as one's own. This includes:

- Copying another's ideas or words without crediting the source
- Paraphrasing another's ideas or words without crediting the source
- Deliberately submitting papers or projects without proper documentation and/or citations.

Students who violate the Academic Honesty Policy will have multiple opportunities to learn from their mistakes, and for students who do not meet the rules set within this policy, there will be opportunities to reflect or progressive consequences. This will provide students opportunities to develop character traits consistent with the IB Learner Profiles such as *principled*. Violations will be handled as follows:



**1st & 2nd offense:** Teacher will determine the motivation for the violation (lack of time for completion, confusion about one's knowledge of format, or other personal reasons). Teacher and student will collaborate for correction. Parent is contacted; Student redoes assignment in its entirety; Teacher marks the true assessed value of the assignment, as well as the reduction in the grade based on the act of dishonesty. Reduction in grade may not exceed 25%.

**3rd offense:** Referral to Guidance Counselor and Assistant Principal; Parent/Teacher Conference; Student redoes the assignment; Teacher will mark the true assessed value of the assignment, as well as the reduction in the grade based on the act of dishonesty.

This policy is consistent with Seward Academy's Mission Statement. It is important that all students graduate from Seward Academy with integrity and honesty as demonstrated in their homes, classrooms, local community, and global community. (Seward Academy Mission Statement, 2015).