ANNUNCIATION
CATHOLIC SCHOOL

Annunciation Catholic School – Academic Honesty Policy

Annunciation students and staff are expected to demonstrate personal honesty and integrity. Academic honesty is central to the IB learner profile. Students at Annunciation Catholic School are expected to submit authentic work that represents their individual and original ideas and clearly acknowledges the work of others. The creation of authentic work is often an arduous task, but the skills learned in doing so – problem solving, articulating arguments, synthesizing information, rigorous academic research, etc. – will be invaluable to lifelong learning.

International Baccalaureate Standard
- The school promotes responsible action within and beyond the school community.
- The school has developed and implements an academic honesty policy that is consistent with IB expectations.
- Teaching and learning promotes the understanding and practice of academic honesty.
- Teaching and learning supports students to become actively responsible for their own learning.
- Teaching and learning develops the IB learner profile attributes.

Guiding Principles
We believe that:
- creating a culture of academic honesty is the responsibility of all members of the Annunciation community
- only through the practice of academic honesty students can reach their individual potential
- inquiry based learning encourages creative and critical student work
- authors have a right to determine how their work can be used, shared and built upon, and these decisions should be respected
- by promoting academic honesty, we are striving to create a community based on respect and encourage creativity and personal responsibility

Academic Honesty
Annunciation teachers aim to instill an understanding and respect of academic honesty. All subject teachers work with students of all age groups to develop understanding, highlight the importance of completing one's own work, promote best practices and identify skills that need developing. Violations will be dealt with on a case-by-case basis, primarily between the teacher and student, but when deemed necessary, with the cooperation of administration and

parents/guardians.

Shared Responsibility

Students are responsible for:
- Using correct forms of citations and to request guidance when they are unsure of how to cite a source
- Ensuring that all work submitted is an "authentic piece of work ... that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged (IBO, 2007, p. 2)
- Working with teachers in ensuring fellow students are working within the definition of academic honesty as set out in this policy
- Not engaging in any form of academic dishonesty
- Understanding the rationale for this policy

Teachers are responsible for:
- Being familiar with the Academic Honesty policy
- Teaching students what constitutes academic honesty and dishonesty in their respective disciplines
- Demonstrating why "the words and ideas of another person to support one's arguments while following accepted practices is an integral part of any intellectual endeavor, and integrating these words and ideas with one's own in accepted ways is an important academic skill." (IBO, 2003, p. 3)
- Being proactive in preventing malpractice, including randomly checking work for plagiarism. (IBO, 2003, p. 7)
- Acting as role models by using correct citing conventions when providing students with notes and reference material
- Creating inquiry-based assessment tasks where creativity is encouraged and where the use of information helps to solve a problem
- Teaching ways to acknowledge others
- Teaching reflection on the learning process
- Providing 5th-grade with specific information regarding academic honesty before embarking on their Exhibition projects and MS students on History Day and Science Fair.

Parents are responsible for:
- Recognizing the importance of reviewing this Academic Honesty policy and other policies such as the Digital Citizenship policy and the Assessment policy
- Supporting the academic honesty philosophy of the school
- Modeling personal integrity

Cheating and Plagiarism

Cheating and plagiarism are not tolerated. (Plagiarism is stealing the words, ideas, etc. of another and using them as one's own. Students who plagiarize do not give proper credit for the ideas or quotations of others.) Disciplinary measures will be left up to the teacher and administration on a case-by-case basis.

An academically honest student does not cheat.

Cheating includes:

- Copying another student's work and turning it in as their own
- Allowing others to copy their work
- Allowing others to do work for them
- Doing work for others or taking credit for other's work in a group project
- Using aids while taking a test of quiz unless it is allowed
- Giving or receiving answers during tests or quizzes
- Discussing test or quiz questions and answers with anyone who has not yet taken the test or quiz

An academically honest student does not plagiarize.

Plagiarizing includes:

- Copying directly from a online translator or source, either print or web-based, into their work
- Presenting someone else's words, expressions, art, ideas, or data as their own
- Purchasing someone else's work and turning it in as their own
- Forging signatures

Potential Consequences for Cheating and Plagiarism:

- Parent contact
- Office referral
- Potential for partial or no credit for all involved
    - Ex. Students have to make corrections to plagiarized items for a reduced grade or an alternative assignment/project for a reduced grade.
- Alternative assignments may be given at the teacher's discretion.
- Parent conference with school representation to determine further appropriate actions
- Repeated violations will result in additional consequences

Annunciation's academic honesty expectations are communicated to students annually and posted on the school website.

Expectations for Citations

Grade	Print Sources	Web Sources
Grade 3	Record the author and title.	Record the URL
Grade 4	Record the author, title and publisher.	Record the URL and date accessed.
Grade 5	Record the author, title, publisher and year of publication.	Record the title of the website, URL and date accessed.
MS	MS students should cite primary sources, books, reference works/ magazines /newspaper articles, websites and interviews using the MLA formatting outlined in the table below.	

*Assessment tools used in Grades 3-8 should include the above age-specific expectations as part of the success criteria/rubric.

How to Cite Sources
Modern Languages Association (MLA) is the formatting style used at Annunciation.

Book	Author. Title of Book. City of Publication: Publisher, Year Example: Brinkley, Alan. The Unfinished Nation. New York: Knopf, 1993.
Reference materials	Author. "Article Title" Title of Encyclopedia. Edition Date. Example: Byrne, Jamie. "Saint Ambrose" Encyclopedia Britannica. 1984
Magazines and newspaper articles	Author. "Title of the Article". Title of the Newspaper. Date of Publication Example: Horne, Adele. "Calls Grow for Rumsfeld's Resignation" The Sydney Morning Herald. 7th May 2004
Websites	Author. Title of webpage. Available http://address, Date of Document or date of access Example: Burka, Lauren. A Hypertext History of Multi-User Dimensions. Available http://www.usa.net/home/history.html, January 10, 1996
Interviews	Interviewee's name. (Date of Interview). [Name of person who interviewed]. Place of Interview. Example: Garret, Joseph. (2002, October 25th) [Karlson, Ludovika].Sydney, Australia

*Students may use websites such as www.bibme.org, www.easybib.com and www.citationmachine.net to help with the formatting.

"The student is ultimately responsible for ensuring that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged." IBO Academic Honesty (2011)

Bibliography
1. Annunciation Academic Policy 2021
2. International Baccalaureate. PYP Resources. Standards and Practice and Principles into Practice. www.ibo.org
3. www.bibme.org
4. www.easybib.com