Academic Integrity Policy

At Ancillae-Assumpta Academy, we understand and value the concept of intellectual property. Therefore, we strive to teach students the ethic of responsibly documenting the ideas of others in all formats. To do so, we believe that we must not only teach the ethics and mechanics of documentation, but we must also hold students accountable for the ethical use of the ideas and words of others. Plagiarism, in any form, is unethical and unacceptable.

Plagiarism generally refers to one student's unaccredited use of words, work or ideas belonging to someone else. In our context, plagiarism is most likely to present as:

- Direct copying of the work of another submitted as the student's own, whether copied from another student, another person, a print, internet, AI, or other source;
- The absence of in-text or in-project resource documentation where one would expect to see it;
- The presence of inaccurate resource documentation or documentation that is inconsistent with the Works Cited/Works Consulted by the student;
- Work that suddenly appears on a final due date without a clear provenance or does not meet checkpoint process requirements.

To educate our students about and prevent plagiarism, the Academy has expectations of both teachers and students. Teachers at the Academy provide the instruction and scaffolding necessary for students to learn how to use research ethically. Specifically, it is the teacher's responsibility to:

- Provide students with an assignment sheet with explicit requirements and directions for each assignment;
- Provide students with a specific rubric for assessment of the process and the product;
- Identify and implement checkpoints throughout the course of the assignment. This helps students learn time management, facilitates the research process, and builds in opportunities for students to seek and get help;
- Be available to students who are having difficulty with note-taking, documenting, or formatting procedures; and
- Establish and enforce clear guidelines for acceptable help from peers and adults.

Students, for their part, are expected to exercise good faith in the submission of research-based work and to document their resources accurately regardless of how the information is used (summary, paraphrase, or quotation) and regardless of the format used (written, oral, or visual). It is the student's responsibility to:

- Meet checkpoint guidelines;
- Ask questions and seek help from teachers and the school librarian;

- Follow the Ancillae-Assumpta Academy research guidelines and MLA format per their teacher's direction;
- Submit an Acknowledgments Page to credit help given by others (help that has been approved by the teacher giving the assignment);
- Use in-text or in-project documentation accurately and appropriately;
- Use Works Cited and Works Consulted pages accurately and appropriately; and
- Submit only his or her own work.

If a teacher suspects that a student has knowingly plagiarized the work of another, s/he should report his or her suspicion to the Academy's Academic Standards Committee. The Academic Standards Committee, which includes the Level Director, the librarian, the Language Arts co-coordinator, subject department coordinator, and teacher involved in the referring issue, will confer to confirm the teacher's suspicion of plagiarism. If confirmed, the Academy may ask the student to re-do the assignment, completely and satisfactorily, at a time to be determined by the teacher involved and notify the student's parents about the plagiarism and consequence.

Effective: 07/01/2020   Revised: 7/26/2023