

HCA Integrity Policy

Heritage Christian Academy wants our students to understand the importance of Christian character and integrity. Academic integrity is paramount in a quality education. HCA students are expected to complete their assignments in a way that would reflect original work.

*"The man of integrity walks securely,
but he who takes crooked paths will be found out."*

Proverbs 10:9 (NIV)

"Image is what people think we are. Integrity is what we really are."

"You will only become what you are becoming right now."

John Maxwell

"Integrity is who you are when no one else is looking."

Coach Pat Riley

"There are no degrees of honesty. You are either honest or you're not."

Anonymous

Academic Misconduct Terminology:

- 1) Plagiarism: The reproduction of someone else's ideas, words, statements, images or works of another person as one's own words without proper acknowledgment. If you are quoting someone else's words, you must use quotation marks and acknowledge the sources you used.
- 2) Cheating: Using information, materials or unauthorized notes/study material in any academic assignment without permission from the instructor. This also includes copying from another student's test/quiz paper, computer program, project, or performance; using your textbook, answer keys, teacher's manual or other material during a test or other academic exercise; using unauthorized materials during a test, such as notes, formulas, or other reference material.
- 3) Facilitation: Helping someone with an academic assignment in a way that would be considered academic misconduct, such as allowing another student to copy your work, giving answers to work/test/quiz, etc., giving test questions to someone who has not yet taken the test, and knowing someone has committed academic misconduct (or plans to) and not informing your teacher.
- 4) Academic Assignments: Any work that the instructor has given you that she expects completion by the student without any help. This could include homework, class work, quiz, test, speech, research paper, writing of any kind, etc.

Academic Misconduct: Plagiarism, cheating, lying, and helping other students cheat.

HCA Policy: When a student has been suspected of academic misconduct

- 1) The instructor will notify someone on the Tutorial Board.
- 2) The instructor will notify the student that he/she is believed to have committed academic misconduct and the reasons why he/she is believed to have committed academic misconduct.
- 3) The student will be given an opportunity to present information on his/her behalf in defense of his/her actions.
- 4) The instructor will contact the parent by phone and report the situation.
- 5) If a student believes he/she has been wrongly accused. He/She may ask for a hearing before the Board. If the student is found guilty by the Board after all information is presented to the Board, the student will
 - a) receive a 0 for the assignment.
 - b) may be asked to audit the class (not allowed to turn in work to receive a class grade)
 - c) may be asked to leave Tutorial

My signature below signifies that I have read all of the above information and that I will conduct myself with high academic integrity at HCA.

Student's signature: _____ Date _____

My signature below signifies that I have read all of the above information and that I will encourage my student in the area of academic integrity. I will keep all answer keys and teacher manuals in a secure place in our home, so my student does not have access to them.

Parent's signature: _____ Date _____