Integrity is essential to upholding a climate of honesty and fairness. It is important that all members of The Cross Christian Academy maintain high standards of integrity and excel to their highest ability to protect the value of the educational process and to maintain the credibility of TCCA as an educational institution. Academic Integrity is acknowledging responsibility for: Producing the student’s own work, recognizing others’ work according to Modern Language Association (MLA), American Psychological Association Style (APA), or Chicago Manual of Style, valuing learning over grades, maintaining honor and trust.

**Violations:** Violations against the Academic Integrity Policy include but are not limited to:

Cheating: The term assessment includes exam, test, quiz, essay, take-home test, lab, homework, assignment or any other means of assessing student knowledge and skills.

1. Copying from others.

2. Having or using resources not specifically authorized, reviewed or approved by the teacher.

3. Providing or receiving information about all or part of an assessment, including answers or unauthorized materials (e.g. telling someone in a subsequent period what was on the assessment, or seeking this information).

4. Altering a graded assessment and resubmitting it for a better grade without teacher permission.

5. Using or displaying during an assessment any prohibited or unauthorized information or device (e.g. programmable calculators, cell phones, “cheat sheets,” etc.).

Plagiarism

1.Getting or giving improper assistance on an assignment meant to be individual work (e.g. using materials or information not based on your own research and writing, knowledgeably giving a fellow student your work for his/her credit, etc.).

2.Submitting substantial portions of the same academic work for credit in more than one course without consulting with, and receiving permission from, the current teacher.

3.Making up data for an experiment or citing non-existing sources in any research.

4.Failing to cite sources properly: a. not using quotation marks when needed.

b. not acknowledging sources when paraphrasing.

**Enforcement Policy**

When a student is in violation of the Academic Integrity Policy, the following progressive steps will occur:

* A meeting between the student and teacher will follow.
* The student will receive a reduced grade for the assessment, at the discretion of the teacher.
* The teacher will document the incident.
* Repeated offenses may result in course level penalties, program level penalties, or suspension.
* The counselor will arrange a conference which will include the student, parent, teacher, student’s counselor and a member of the administrative team. The school administrator will ultimately decide final penalties.