

## ACADEMIC HONESTY

### Academic Honesty

The DeForest Area High School regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty. All forms of academic dishonesty will make a student subject to disciplinary action. The following list provides examples of what a student will not do.

- Plagiarize in written, creative, or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.) Giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices.
- Give or receive unauthorized assistance on exams.
- Alter grades or other academic records
- Submit identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.

### **RULES**

#### Staff Responsibilities

All teachers will educate students during the first week of class as to what constitutes cheating and what is acceptable and unacceptable behavior. The Academic Honesty Policy should be referenced. This information is to be reinforced on a regular basis.

#### Violation of Academic Honesty Policy

The following rules for conduct apply to all students in grades 9-12 and violation of the rules could result in consequences as described. In most cases the teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. The principal has the authority to exercise judgment in determining an appropriate consequence, but should strive to follow the procedure as outlined.

## Rules for Conduct

Students shall not engage in any act of deception or falsification of work product. This includes plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and verbal or written statement of untruth.

Dishonesty, or cheating, is defined as:

- Copying or stealing another person's work or data
- Allowing another person to copy one's own work;
- Doing another person's classwork;
- Creating more than one copy of one's own work for distribution;
- Providing another person with the answers on tests or quizzes; or
- Noncompliance with teachers' test taking procedures.
- Unauthorized copying or development of software

## Disciplinary Actions

Any action taken with respect to cheating shall take into account:

- First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.
- Second, the rights of the student who has violated this policy and the need to provide an appropriate action.

Procedures for implementation of this policy shall include:

1. Explanations of this policy and procedure will be included in all editions of the Student Handbook, copies of which are distributed to students each fall.
2. The teacher will present explanations of the Academic Honesty Policy and Procedure orally to the students during the first week of classes at the beginning of the school year. Students will sign and date an Acknowledgment of Academic Honesty Policy form at that time.
3. In each incidence of alleged academic dishonesty, parents/guardians will be notified directly (by phone or a conference) and a brief written statement of the situation shall be provided to the principal by the teacher, with a copy to the parents/guardians.

Procedures for dealing with alleged academic dishonesty shall be:

#### First Offense in Student's High School Career

1. The teacher who observes the alleged dishonesty will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The letter grade "F" (zero) will be issued for the assignment in cases of verified academic dishonesty.
  - (a) Homework - The student will lose credit on the assignment.
  - (b) Test or Quiz - The student will lose credit on that test or quiz.
  - (c) Semester Exam - The student will lose credit on the exam.
2. The teacher will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian is asked to verify receipt of it with a signature and return it to the teacher no later than the following school day.
3. The teacher will submit a copy of the disciplinary report to the office of the principal and complete a STAT referral form.
4. If the matter is not resolved, the teacher will refer it to the principal.

#### Second Offense in Student's High School Career

1. Penalties and procedures as in the first offense; plus:
2. The teacher who observes the alleged dishonesty will confront the individual student, preferably not in the presence of other students, give a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. If this is the second offense in the same course, a letter grade of "F" may be recommended for the assignment in case of verified academic dishonesty.
3. The teacher will submit a copy of the disciplinary report to the office of the principal.
4. The principal will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian will be asked to participate in a conference with the principal to discuss possible disciplinary action.

#### Third Offense in Student's High School Career

1. Penalties and procedures as in first and second offense; plus the student:
  - Will be ineligible for membership in the National Honor Society
  - Will be ineligible for position (title) of valedictorian, salutatorian, or honor student
  - Will be ineligible for any scholarships controlled or sponsored by the district
2. Penalties for the third offense will remain in effect for the student's entire high school career.

DeForest Area High School

**ACKNOWLEDGEMENT OF ACADEMIC HONESTY  
POLICY**

I fully understand the schools Academic Honesty Policy concerning dishonesty and cheating. The policy was read and explained to me and I was given an opportunity to ask questions in order to completely understand the policy and how it may affect me.

My signature shows that I have a full understanding of what is considered dishonesty or cheating and that I am fully aware of the serious penalty involved if I should choose to be dishonest in the academic work I do while I am a student at the DeForest Area High School.

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Student's Name (Please Print)

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Date

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Student's Signature