

MORGAN COUNTY HIGH SCHOOL ACADEMIC HONESTY POLICY

Morgan County High School strives to create a learning environment in which students can pursue a quality education. Our faculty and staff take on the responsibility of providing appropriate instructional experiences, materials, encouragement and the guidance necessary for our students to be successful. Students bear responsibility in this process as well. Students' responsibilities include coming to school prepared to learn, putting forth an honest effort in every class, and exercising academic honesty.

Academic honesty means that a student's behavior is ethical and their work is their own. Acts of academic dishonesty are serious violations of the trust necessary for a productive educational experience. The following pages outline what constitutes a violation of the Academic Honesty Policy, as well as the possible consequences for such violations. Please read the following policy and sign the page at the end acknowledging your understanding of it.

GENERAL PRINCIPLES

The honesty policy shall be provided to students and parents in a handout at the beginning of the year, in the student handbook (i.e. agenda), and in an electronic link on the school website.

It is students' responsibility to read and understand the honesty policy. Not knowing the rules does not excuse dishonest behavior.

Violations of the honesty policy will be determined by reviewing students' actions alone. A student's thoughts or intent will not be considered. Since it is impossible to know whether a student intended to cheat or not, only a student's actions and behavior can be judged.

A student guide to writing research papers is available from the media center. All students should refer to this guide when having to cite borrowed material.

It is a student's ethical obligation to report violations of the Academic Honesty Policy. Students may report violations anonymously.

An honor pledge for students to sign will be included on all tests, quizzes, and examinations. Teachers may choose to include the pledge on other assignments. The honor pledge is as follows:

"I have not given or received any unauthorized help on this assignment."

Acts of Academic Dishonesty	Definitions
Cheating on Tests:	Giving or using assistance for a test, examination, or quiz without the permission of the teacher. This includes (but is not limited to) "cheat sheets," sharing answers, looking on others' papers, inappropriate use of cell phones and calculators, and sharing test information with members of other class periods.
Falsifying Data:	Inventing information or sources. This includes (but is not limited to) forging parent signatures, creating false data or facts for a project or paper, using internet translation sites or other translation software for foreign language assignments, and altering grade reports.
Copying Homework and/or Other Assignments:	Sharing work with others that was assigned to be done individually. This includes (but is not limited to) sharing and/or copying homework, papers, projects, and computer programs.
Working Together Inappropriately:	While exchange of academic ideas is important for educational growth, there are forms of collaboration which are inappropriate. Instances of inappropriate collaboration include (but are not limited to) having parents provide answers or work, having classmates provide answers or work, and any other assistance that is not expressly allowed by the teacher.
Plagiarism:	Using another's ideas, words, or work without giving credit to the original author. This includes (but is not limited to) failure to give credit to or cite references for the author/creator of quoted or paraphrased material, failure to use quotation marks for directly quoted material, using facts, figures, charts or other information without citing its source, submitting a paper obtained from the internet or other writing service, and having a classmate or parent write a paper or complete a project.
Theft, Alteration, or Distribution of Materials:	Taking, altering, and/or distributing any student, teacher, or library materials. This includes (but is not limited to) stealing teacher files or other materials from file cabinets, desks, and/or other classroom areas, and accessing, deleting, modifying, transferring, or receiving of computerized files without authorization
Avoiding Tests and/or Other Assignments:	Repeated absences on test days, project due dates, quiz dates or other deadlines.

CONSEQUENCES

There are a range of possible consequences for violating the Academic Honesty Policy. The severity of the violation and/or the number of violations will have an influence on which consequences are applied.

First offense:

- Student receives an “incomplete” for the assignment.
- Teacher notifies the administration.
- The administration notifies the student’s parents.
- Student is placed on probation.
- Student and parents sign a contract outlining actions the student will need to take to get off probation.
- Student is required to redo the assignment after completion of the academic honesty tutorial. The maximum grade for the completed assignment is a 70.
- The student’s overall grade in the course will remain an “incomplete” until the assignment has been completed. The student must successfully complete probation and redo the missed assignment before receiving credit for the course.

All other offenses:

- Student receives a zero for the assignment.
- Teacher notifies the administration.
- The administration notifies the student’s parents.
- Student is referred to appear at the next meeting of the Academic Honesty Committee.
- The Academic Honesty Committee will determine a recommendation for consequences that will be submitted to the principal.

ACADEMIC HONESTY COMMITTEE

The Academic Honesty Committee shall consist of seven members (3 faculty, 1 administrator, and 3 students.) Once a month the committee will meet to review violations of the honesty policy and decide upon a recommendation for appropriate consequences.

Consequences recommended by the Academic Honesty Committee may include:

- in-school suspension
- out-of-school suspension
- Saturday school
- failing grade for the course
- loss of student privileges (such as leadership positions, participation in extracurricular activities, attendance on field trips, etc.)
- notation on the student’s permanent transcript

Other consequences may be appropriate and will be decided upon by the committee at the time of review. If the violation of the policy constitutes a criminal act, the student may also face criminal charges.

SIGNATURES

I have read the Academic Honesty Policy for Morgan County High School. I understand that my student is subject to all provisions of this policy.

Student Name – please print

Student Signature

Date

Parent Signature

Date