

Plaquemines Parish Schools

Middle and High School

ACADEMIC HONESTY POLICY

All students in the Plaquemines Parish School System are encouraged to work to their fullest potential and strive for excellence in their pursuit of knowledge. To that aim, students are expected to demonstrate academic honesty in the completion of all assignments and assessments; this requires that the work be the original of the student and appropriate credit be given to all sources used.

All members of the school community will accept responsibility for creating a positive school climate that supports and encourages the spirit of academic honesty.

- The **STUDENT** will adhere to the spirit and letter of the policy in the completion of all tests, quizzes, exams, projects, reports, homework, and in-class assignments.
- The **PARENT** or guardian will review and sign the academic honesty policy and encourage the student to practice integrity throughout his or her academic career.
- The **TEACHER** will make the students aware of the principles and consequences of the policy, refer to them on an ongoing basis, provide safeguards that will discourage cheating, make clear to the students that the policy will be strictly enforced, and take disciplinary action in every instance of dishonesty according to the process specified below.
- The **ADMINISTRATOR** will promote the spirit of academic honesty across the campus, publicize the policy through the student/teacher handbooks and other means, take action when the code is violated, and enforce the consequences.

Acts of academic dishonesty include, but are not limited to, the following:

1. Cheating on Tests – any giving or receiving of external help (oral, written, or electronic) on an examination, test, or quiz, without expressed permission of the teacher.
2. Fabrication – inventing or falsifying data, a citation, or other authority in an academic assignment.
3. Forgery – the signing of another person’s name on any school document.
4. Unauthorized Collaboration – a student and another person working together on an assignment when not expressly directed to do so by the teacher. Examples include copying another student’s work or allowing one’s own work to be copied, doing an assignment for another student, or giving/receiving information from tests previously given.
5. Plagiarism – representing another person’s words, ideas, or work as one’s own. Instances include (a.) copying word-for-word or paraphrasing ideas from an article or book without documenting the source (b.) cutting and pasting from the Internet without giving credit, (c.) purchasing or borrowing an entire research paper and passing it off as one’s own, and (d.) allowing another student to copy or use one’s original writing, including homework.
6. Theft or Alteration of Materials – any stealing, concealment, or alteration of student or teacher instructional equipment or materials, including on-line data.

CONSEQUENCES - Violations of the academic honesty will result in the following:

1. Zero on the entire assignment
2. Behavior referral to Assistant Principal/Disciplinarian
3. Parental contact depending on severity of the offense
 - Phone call and/or
 - Conference scheduled with Assistant Principal and teacher
4. One to three days detention
5. In-school or out-of-school suspension for second/further offenses or severe first offense.
6. Removal from campus leadership roles for the remainder of the school year
7. Record of incident becoming a permanent part of the student’s disciplinary record

Student Name _____ School _____

Signature of Parent/Guardian _____ Date _____