

Magnet High School

Academic Honesty Policy

Definition of Academic Dishonesty

Pupils are expected to be honest in all of their academic work – they will not engage in any of the following acts:

1. **Cheating on Examinations**, including but not limited to:
 - a. The non-authorized use of books, notes, and/or cheat sheets
 - b. Copying from other pupils' papers
 - c. Exchanging information with other pupils orally, in writing, electronically, and/or by signals
 - d. Obtaining copies of the examination illegally
 - e. Other similar activities
2. **Facilitating Academic Dishonesty** by:
 - a. Offering one's work/homework to be copied
 - b. Sharing exam contents and/or answers orally, in writing, and/or electronically with someone who has not taken it
3. **Plagiarism** is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as:
 - a. Stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. from another source
 - b. In any way presenting work that is not one's own (this includes copying another pupil's homework)
4. **Falsifications**, including but not limited to:
 - a. Forging signatures
 - b. Altering answers or inserting answers after they have been graded
 - c. The erasure of grader's markings
 - d. Other acts that allow for falsely taking credit

Procedures for Incidents of Academic Dishonesty

A teacher who believes that a pupil has been academically dishonest in his/her class will resolve the matter in the following manner:

1. **Discuss the Incident with the Pupil**
If you need assistance dealing with the situation, contact an administrator for support.
2. **Contact the Parent/Guardian**
3. **Take Disciplinary Action**
The teacher is authorized to reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
4. **Report the Incident to an Administrator** – *all violations of the Honor Code must be documented*
Use the school defined documentation procedures.

The Principal will determine if further discipline of the pupil is appropriate and will determine the nature of the discipline on a case-by-case basis. The Principal will report all violations of the Honor Code to the National Honor Society advisor.

A pupil who has violated the honor code will be subjected to a range of penalties including, but not limited to:

- Loss of credit for the work
- Suspension from co-curricular activities and/or leadership roles
- Ineligibility for or dismissal from Honor Society organizations
- Ineligibility for graduation awards and school sponsored scholarships

Your signature indicates that you have fully read, understand and accept this Academic Honesty Policy as the standard of Magnet High School. It is the pupil's responsibility to adhere to and understand this policy at all times.

Pupil Name: (please print) _____

Grade: _____

Pupil Signature: _____

Date: _____

Parent/Guardian Signature: _____