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Eastlake Academic Honesty Policy - 2025-2026

Our academic dishonesty policy intends to encourage student honesty, emphasize the importance of students taking ownership of their learning, and provide a clear understanding of what is right and wrong. Academic dishonesty—such as cheating, plagiarism, fabrication, or misrepresentation—undermines the educational process, erodes the integrity of our school community, and compromises student learning. By establishing clear expectations and consequences, we aim to foster a learning environment where all students are empowered to succeed through their original efforts and are held accountable to the highest standards of ethical conduct.

Definition and potential consequences per LWSD's [Student Rights and Responsibilities](#)

Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/Persistent
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LP/RT/ /Redo Assignment	D/RC/LP/RT/ /Redo Assignment	STS/LTS/ LP/RT/Redo Assignment

Key: D-Detention, RC-Restorative Conference, LP-Loss of Privilege, RT-Reteach, STS-Short Term Suspension, LTS-Long Term Suspension

The following table shows examples of Minor, Moderate, and Significant violations. This list isn't all-inclusive, and it only aims to provide examples. However, the context of each situation will always be considered before discipline is assigned.

Minor – Formative work	Moderate – Impulsive and/or deliberate actions on Summative work	Significant – Premeditated and/or high-impact on Summative work
- Student copies off another student's paper during a formative exam or assignment. - Using unauthorized tools or resources on a formative exam or assignment. This includes AI, notes, calculator, phone, etc. - Sharing answers with another student on a formative assignment or exam. - Altering a graded formative assignment and resubmitting it.	- Plagiarizing significant portions of a summative assignment - Using unauthorized tools or resources on a summative assignment or exam. This includes AI, notes, calculator, phone, etc. - Submitting someone else's summative work as your own (misrepresentation) - Sharing your answers with someone on a summative assignment or exam. - Repeated minor violations	- Stealing and/or distributing test materials. - Paying someone to complete an assignment or test. - Coordinating with others to cheat on a summative test. For example, sharing answers in a group chat. - Altering a graded assignment and resubmitting it. This includes the submission date or the assignment itself. - Persistent minor or moderate violations.

If an academic dishonesty violation occurs, Eastlake staff will follow the process described below:

1. The teacher will inform the student and parent/guardian of the violation, and they will share specific evidence of the violation. For example, teacher observations, TurnItIn, screenshots, etc. The teacher will also CC the Dean on the email and the student's administrator and counselor. The Dean will then meet with the student in person.
2. The teacher will submit a behavioral referral on Skyward. The teacher will select "Disrespect – Lying/Cheating" as the referral category. The teacher will also provide a detailed description of the violation and will describe their evidence. The teacher will select "after-school detention" as the recommended action.
3. The teacher will input a 0 in the gradebook for the assignment/exam (as a placeholder).
4. The Dean will check the student's Eastlake behavioral record. The Dean will then respond to the teacher's original email and provide a detailed explanation of the discipline based on if the violation falls into the Minor/Initial, Moderate/Repeated, or Significant/Persistent category.

a. Discipline response based on category:

Minor/Initial	Moderate/Repeated	Significant/Persistent
1. The student is assigned after school detention. 2. The student will receive a 0 for this formative assignment/exam and will not have an opportunity to retake it.	1. The student is assigned 2 hours after school detention. 2. The student will have one opportunity to complete the summative assignment or assessment honestly, with a 75% cap on the grade. This counts as a retake. Departments and teacher teams decide when retakes can be taken, the number of retake opportunities, and the method of assessment. 3. The student must work with the teacher to determine the new due date/exam date. Based on class circumstances, the teacher can give the same or similar assignment or exam at a time of the teacher's choosing. 4. The parent/guardian will meet with the Dean and/or administrator, counselor, and student to discuss the cause of the behavior and review the long-term effects of academic dishonesty. The team will also review the consequences of an additional/significant violation. 5. A violation in this tier may lead to Eastlake staff members declining to write a letter of recommendation.	1. The student will be short-term (1-9 days) or long-term (10+ days) suspended based on the severity of the violation. The dean or an administrator will meet with the student and discuss the logistics of this. The Dean or administrator will notify the family of the suspension. 2. The student will have one opportunity to complete the summative assignment or exam honestly, with a 75% cap on the grade. This counts as a retake. Departments and teacher teams decide when retakes can be taken, the number of retake opportunities, and the method of assessment. 3. The student must work with the teacher to determine the new due date/exam date. Based on class circumstances, the teacher can give the same or similar assignment or exam at a time of the teacher's choosing. 4. A violation in this tier may lead to Eastlake staff members declining to write a letter of recommendation.