

**The International School of the Americas
Academic Honesty Policy**

The primary goal as educators, parents, and students is to promote academic integrity and facilitate the learning process. In order to protect all concerned, academic honesty is defined as follows:

Each student does his or her own work and does not give assistance to others nor does he or she accept assistance from others except when the teacher states that students may collaborate on an assignment. A student neither accepts nor receives unauthorized help nor uses an unauthorized aid on class tests or assignments. A student does not plagiarize information by putting forth someone else's work or ideas as the student's original work. A student gives credit to the source through accepted documentation.

In order to maintain standards of academic honesty, the teacher will use the following guidelines to determine consequences for violations of these standards once the teacher is certain that a violation has occurred. Violations are cumulative and include both Lee and ISA classes.

FIRST INCIDENT

Required Action:

1. The student will receive either a zero (0) or will redo the assignment/test at the teacher's discretion with a grade compensation of a fifty (50).
2. The teacher or team will have a conference with the student and document the incident in their records for future reference.
3. The teacher or team will notify the parent or guardian of the incident.
4. The teacher or team will reteach/clarify the definition of academic honesty with the student.
5. The teacher or team will notify the administrator or counselor of the incident.
6. The teacher will notify the student's club sponsors (NHS, PALs, SHS, Band, NESAs, etc.) of the incident.

SECOND INCIDENT

Required Action:

1. The student will receive either a zero (0) or will redo the assignment/test at the teacher's discretion with a grade compensation of a fifty (50).
2. The team will have a conference with the student and document the incident in their records.
3. The teacher or team will notify the parent or guardian of the incident.

4. The teacher or team will reteach/clarify the definition of academic honesty with the student.
 5. The teacher will refer the student to the counselor.
 6. The teacher will notify the administrator.
 7. The teacher will notify the student's club sponsors (NHS, PALs, SHS, Band, NESAs, etc.) of the incident.
- Optional Action:**
1. The reteach could include the completion of an on-line tutorial on plagiarism.
 2. The reteach could require the student to create a tutorial explaining how to avoid plagiarism.

THIRD INCIDENT:

Required Action:

1. The student will receive a zero (0) on the assignment or test and redo the assignment (for the sake of learning) without grade compensation.
2. The student will be required to have a conference with the parent, team, and administrator present.
3. The teacher will refer the student to an administrator with proper documentation for disciplinary action.
4. The teacher or team will document the incident for future reference.
5. The teacher will notify the student's club sponsors (NHS, PALs, SHS, Band, NESAs, etc.) of the incident.

Optional Action:

1. A reteach could include the completion of an on-line tutorial on plagiarism.
2. A reteach could require the student to create a tutorial explaining how to avoid plagiarism.

Any incidents of academic dishonesty beyond the third infraction will be immediately referred to the I.S.A. administration for disciplinary action.

**Acknowledgment of Receipt and Understanding of the
I.S.A. Academic Honesty Policy**

I, _____, have received and understand that I must abide by the I.S.A. Academic Honesty Policy. Infractions will result in consequences as outlined in this policy.

Student Name (Printed)

Student Signature

Date

(Return this form signed and dated to your team teacher).

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