

MacArthur High School Policy of Academic Honesty

Academic honesty promotes personal integrity and facilitates the learning process, a primary goal of students, parents, and educators. In education, academic honesty ensures justice and fairness in assessing student learning.

In order to protect all concerned, academic honesty is defined as follows:

Each student does his or her own academic work and does not give assistance to others nor does he or she accept assistance from others. A student does not use, accept, or receive aid on class tests or assignments unless specifically authorized by the teacher. 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.

The only exceptions are if the teacher directly states in writing that students may collaborate on an assignment or if a student is participating in approved peer-tutoring.

The guidelines, which follow, are established in order to maintain the highest standards of academic honesty. When a teacher has documented that a student has violated the standards of academic honesty, the following consequences will result:

First Incident

1. The student earns a grade of "0" on the assignment or test (or lesser grade penalty at the teacher's discretion).
2. The student earns an "N" in citizenship (or "U" at the teacher's discretion).
3. The teacher reiterates to the student the Academic Honesty Policy and the consequences of violating this policy.
4. The teacher may refer the student to the counselor.
5. The teacher notifies the parent/guardian of the incident and the consequences. If notification is by telephone, the conversation should be documented. If notification is mailed, the parent should sign and return the document.
6. The teacher notifies the appropriate administrator through a written referral, which will become part of the student's cumulative record.
7. The teacher keeps documentation of the incident for future reference.

Second Incident

1. The student earns a grade of "0" on the assignment (no teacher discretion).
2. The student earns a citizenship grade of "U" for that six weeks (no teacher discretion).
3. The teacher will contact the parent/guardian by letter or phone to explain the incident and the consequences.
4. The teacher will refer the student to the counselor.
5. The teacher will send a written referral to the appropriate administrator who will **seek** a parent conference.
6. The teacher keeps documentation of the incident for future reference.

Third Incident

1. The student earns a grade of "0" on the assignment (no teacher discretion).
2. The student earns a citizenship grade of "U" for that six weeks (no teacher discretion.)
3. The teacher notifies the student's counselor in writing.
4. The teacher refers the student directly to the appropriate administrator with appropriate documentation.
5. The administrator requires a student-parent conference, assesses disciplinary consequences, and reports the consequences to the referring teacher.
6. The teacher keeps documentation of the incident for future reference.

Fourth Incident

1. The student receives a grade of "WF" (Withdrawn Failing) for the semester in that course, is removed from the course, and is placed in a study hall for the remainder of the semester.
2. The student is referred directly to the appropriate administrator.
3. The administrator notifies the parent/guardian regarding the incident and the consequences and completes documentation by letter.
4. The teacher keeps documentation of the incident for future reference.

Cumulative occurrences in More Than Once Course

The appropriate administrator will consider multiple-class incidents as a pattern of behavior requiring severe disciplinary action. In such a case, all of the student's teachers will become involved in monitoring the student's behavior. Any combination of the previously mentioned consequences may be employed to effectively modify the behavior pattern.

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