



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

A student will not use, accept, or receive unauthorized aid on tests or assignments. A student will not plagiarize information by putting forth someone else's work or ideas as the student's original work; a student will give credit to the source through accepted documentation. Each student will do his or her own academic work and will not give assistance to others nor will he or she accept assistance from others unless authorized by the teacher.

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. Depending upon the circumstances, the student may be allowed to retake the test or resubmit the assignment for a maximum grade of 70. If the original work was turned in after the due date, it will also be penalized as per the NEISD late work policy.
2. The student earns an "N" or "U" in citizenship for the current nine weeks grading period.
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. Teachers will document the incident and parent notification in Compass.
6. The teacher may notify 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 the current nine weeks grading period (no teacher discretion).
3. The teacher will contact the parent/guardian to explain the incident and the consequences. Teachers will document the incident and the parent notification in Compass.
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 nine weeks grading period (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 One 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.

X

Sign

Date