

## **OUR LADY OF HOPE SCHOOL ACADEMIC DISHONESTY POLICY**

The following policy was developed to give our students and parents a guide to follow that insures academic and ethical excellence as well as academic integrity. The following criteria will be explained in an age appropriate manner by your child's teacher. Also, please review with your child.

Examples of Academic Dishonesty include, but are not limited to:

- \*Copying assignments from other students or giving your assignment to someone else to copy from. (Whether in school or at home.)
- \*Looking at another student's test/quiz or allowing someone to look at your test/quiz.
- \*Talking, signaling, and/or passing information during a test/quiz.
- \* Obtaining or seeing a test, quiz or answer key before the assessment.
- \*Discussing or providing information about a test/quiz with students who have not yet completed the assessment.
- \*Possession or use of unauthorized materials obtained from any source, including notes written on small papers or written on any body parts or clothing.
- \*Retaining, copying, possessing, using or circulating previously given examinations, assignments, workbooks, notebooks or projects.
- \*Use of teacher's editions or answer keys at home or in school.
- \*Sending, receiving, or using information or use of any electronic device, such as computers, cell phones, PDA's, calculators or programmable watches during any assessment.
- \*Changing an answer after work has been graded, then presenting it as correct.
- \*Submitting text or another's ideas from an encyclopedia, book, textbook, website, database, or any other source as your own *without proper citation*.
- \*Allowing another person (including parents) to do your work, and then submitting the work as your own.
- \*Falsifying or inventing information or data and/or the citations.
- \*Allowing a partner or other group members do all of the work and putting your name on it or putting a group member's name on a project when they did not do any work.
- \*Turning all or part of a paper (including artwork or pictures) retrieved from the internet.

### **STUDENT CHECKLIST TO AVOID ACADEMIC DISHONESTY**

- \*Always complete and hand in your own work.
- \*Understand the assignment so you are not tempted to discuss it outside of school.
- \*Always cite your sources and have a bibliography. Keep track of where you found your information. (Check Perdueowl for help)
- \*Always be an active member in your group and if someone is not cooperating inform the teacher.
- \*Complete the assignment early so you are not tempted to cheat at the last minute.
- \*IF YOU ARE NOT SURE HOW TO AVOID ACADEMIC DISHONESTY, ASK YOUR TEACHER.

### **PARENT CHECKLIST TO AVOID ACADEMIC DISHONESTY**

- \*Allow your child to do their own work (including homework and projects).
- \*Do not save older siblings work to help your child.
- \*Do not use answer keys or teacher's editions to assist your child.
- \*IF YOU ARE NOT SURE HOW MUCH TO ASSIST YOUR CHILD IN STUDYING OR COMPLETING THEIR WORK, ASK YOUR CHILD'S TEACHER.

Please understand that the above policy is designed to be fair to all students as well as allowing your child to learn how to become an independent student.

### **CONSEQUENCES OF ACADEMIC DISHONESTY**

1<sup>ST</sup> Offense: The student will receive 50% of the grade and an after school detention.

Any additional offenses will each result in: The student receiving a grade of 0% and an after school detention.

In addition, the student will not have the opportunity to receive ANY extra credit to help them after the infraction.

Thank you to the Kuss and South Charlotte Middle School's Plagiarism/Cheating policy.

**TO BE SIGNED BY PARENT/GUARDIAN AND STUDENT**

Academic dishonesty in any form is unacceptable at Our Lady of Hope School.

I have read the policy and will adhere to it.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_