

Longfellow Middle School Academic Honesty Policy

LONGFELLOW MIDDLE SCHOOL ACADEMIC HONESTY POLICY

“Honesty” is often defined as truthfulness and trustworthiness. One of the goals of Longfellow Middle School is to teach these values to students. While students have strong limitations on our campus, they also have the freedom in which to practice the higher values of integrity, honesty, and trustworthiness. As in the larger society, however, there will be times when certain students will not make proper choices and abuse this freedom. When an instance of cheating occurs, it is the responsibility of the school to react, so that when a student is dishonest, he/she learns a valuable, lifelong lesson about the importance of being honest. Acts of academic dishonesty are of major importance and include the following:

- **Cheating on Tests or Assignments** - A student is cheating when he/she is guilty of dishonesty on any exam, quiz, or assignment – or when he/she knowingly assists another in dishonesty on any exam, quiz, or assignment. **This includes allowing another student to copy their work.**
- **Forgery** - A student is guilty of forgery when he/she is guilty of imitating or counterfeiting another person’s signature, work, data, disk, and/or homework assignments, for falsifying or inventing data, citations, etc.
- **Plagiarism** - A student is guilty of plagiarism when he/she is caught copying another student’s work, data, disk, homework assignments, and/or textbook material (including any published print and electronic material) and is claiming the work as his/her own. This also includes internet translators for more than a word phrase.
- **Theft or Alteration of Materials** - A student would be guilty of theft or alteration of materials if he/she is caught stealing, exchanging, or altering test documents, class materials, and/or teacher’s records. This includes a student involved in selling, distributing or accepting stolen testing materials – or a student who refuses to cooperate in an investigation of cheating.

Consequences for Violating Academic Honesty Policy

- A first violation will result in a zero on the assignment, quiz, or test. Student will receive a referral to the counselor. Academic dishonesty will result in a lowered citizenship mark according to the citizenship rubric. The teacher will notify parent.
- A second violation will result in a zero on the assignment, quiz, or test, a referral to the Vice Principal and an in-school suspension. Academic dishonesty will result in a lowered citizenship mark according to the citizenship rubric. The teacher will notify parent.
- A third violation will result in a zero on the assignment, quiz, or test, a referral to the Principal and two days of in-school suspension. Academic dishonesty will result in a lowered citizenship mark according to the citizenship rubric. The teacher will notify parent.