

Muskego High School Academic Honesty Policy

The intent of this policy is to promote academic honesty at Muskego High School. This policy will be discussed and explained to each student in every English class during one of the first five days of class every school year (this effort will be coordinated by the MHS English Department).

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, doing another person's class work, allowing another person to copy one's own work for the purpose of submitting it as his/her own, downloading information from other sources and representing it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Any form of academic dishonesty is illegal, unethical, and prohibited.

Academic dishonesty includes, but is not limited to, the following:

- Presenting materials taken from sources, such as books, periodicals, newspapers, or the Internet without appropriate citation.
- Submitting another person's work as one's own (i.e. other students, parents, siblings).
- Copying another student's homework, test, quiz, project, book report, assignment.
- Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment.
- Providing or accepting answers to specific test items/questions.
- Unauthorized changing of answer(s) on a test, assignment, or project after grading.
- Unauthorized copying or downloading of electronic information.
- Unauthorized use of an electronic translator or native speaker for foreign language.
- Fabricating academic data (i.e., lab data).
- Using notes on a test/quiz when not permitted by the teacher/instructor.
- Using a cell/camera phone (i.e., text messaging), pager, programmable calculators, or any other electronic device to store and/or transmit quiz/test content or answers.
- Theft of academic materials (i.e. answer keys, copies of tests or quizzes).
- Alteration of grades in a grade book or a computer grading program.

PROCEDURES:

When addressing a possible student violation of the Academic Honesty Policy, the Educational Problem Solving Process (as stated in the Student/Parent Handbook) should be followed as much as possible. Each **alleged** student violation of the Muskego High School Academic Honesty Policy will result in the following measures taken by the classroom teacher:

- I. Meet with the student to discuss the incident. If both teacher and student agree that the Academic Honesty Policy has been violated, move immediately to step III.
- II. If student and teacher do not agree that policy has been violated, both the student and teacher will present an account of the incident in writing (signed and dated) to the student's associate principal. The administrator will read the statements and then speak with both parties to

determine whether the burden of proof has been met and the policy has been violated. If it is clear that the Academic Honesty Policy has been violated, proceed to step III.

- III. The classroom teacher will contact a parent/guardian of the student and explain the incident. Per the Educational Problem Solving Process, the teacher and/or parent/guardian may request a parent, teacher, and student conference to discuss the incident.

For each **verified** student violation of the Muskego High School Academic Honesty Policy, the following actions will be taken by the classroom teacher:

1. The teacher will complete an Academic Honesty Violation form to submit to the student's associate principal, along with copies of the student's and teacher's written statements of the incident. The Academic Honesty Violation form and written statements will be placed in the student's behavioral file.
2. The teacher reserves the right to either assign the student a grade of "0" or provide the student with an alternative assignment, assessment, etc. so as to allow the student to demonstrate proficiency with regard to the specific standard(s)/learning outcome(s).

In addition, Infinite Campus will be used by Administration to document the number of verified violations that occur for each student. Depending on the severity of the violation and/or number of repeated violations for a student, administrative disciplinary action will be taken, ranging from detentions to suspension and/or recommendation for expulsion. Disciplinary consequences will be progressive as repeated violations occur.

Beginning with the second verified violation by a student, the counselor, parents, student, teachers, and/or administrators may be involved in meetings to address the recurring behavior.

In addition, after the second violation, the student may be found ineligible for

- Membership in an honors society upon review of the committee/panel
- School/district scholarships or honors where character and integrity are prerequisite

***NOTE:**

1. If there are three verified violations in the same class/course, the student will be removed from the class/course and will receive a grade of W/F.
2. All consequences regarding ineligibility for membership in an honors society, school/district scholarships, or other honors will remain in effect for the student's high school career.