John A. Ferguson Senior High School
Honor Code

Academic Misconduct (Cheating)

Education is based on learning specific skills and forming lifelong work habits according to each student's unique abilities. Stress propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Academic misconduct robs students of their opportunity to become competent.

Academic misconduct includes:
- copying, faxing, e-mailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- fabrication of data, citations, or other information.
- exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
- sharing files in a computer-based class.
- giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so.
- unauthorized signing of another person's name to school related documents.
- intentional and unauthorized alteration of student, teacher, or library materials.
- accepting outside assistance on a project and claiming the work as solely your own.
- recycling a paper, assignment, project, etc. done previously or for another course.
- taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
- working with one or more persons on an assignment that is supposed to be completed by a single individual.
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.
- lying or misrepresenting facts either by altering or omitting the truth to gain academic advantage or lying to avoid taking a test, turning in an assignment, or accepting a consequence.
Plagiarism

Plagiarism is a specific sub-category of academic misconduct. Excellent written expression of well-formed ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of the student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his/her potential.

Plagiarism includes:

- taking someone else's work or portion of their work and submitting it as your own.
- submitting material written by someone else, all or in part, or rephrasing the ideas of another without giving the author's name or source.
- presenting the work of others as your own.
- submitting purchased papers as your own.
- submitting papers from the Internet written by someone else as your own.
- patchwriting: keeping the core ideas and/or framework of a sentence, paragraph, or entire paper and changing the words.
- supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

Alternatives to plagiarism and academic misconduct:

No student needs to plagiarize or engage in academic misconduct. John A. Ferguson Senior High provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize.

The following behaviors promote true student achievement:

1. Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life.
2. Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
3. If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
4. Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
5. Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject.

6. Assignments should be considered individual unless the instructor states otherwise.

7. Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.

8. Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.

9. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.

10. Know what constitutes cheating, including all the variations of plagiarism.

**The role of parent/guardian support in their children’s achievements and ethical development:**

Parent/Guardian support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents/guardians in promoting true student achievement:

1. Teachers may be available for extra help after school. Resource are available for individual assistance. In addition, peer tutors are available when extra help is needed. Encourage their use.

2. Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress.

3. Don’t push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.

4. If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified, the sooner steps can be taken to alleviate it.

5. If your child is involved in academic misconduct and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

**Reporting Honor Code violations**

In order to maintain the integrity of the Honor Code, faculty, staff, and students must not tolerate violations. Anyone who is aware of an infraction is obligated to report it. There are several reporting options available to students.

1. A student may approach the teacher of the class in which the violation allegedly occurred. Together they can determine if a violation occurred and if further action must be taken.
2. A student may approach a trusted faculty or staff member and notify them of the alleged violation. Together they can determine an appropriate course of action.

3. A student may choose to turn himself/herself in. If the student comes forward before action is initiated by another source, the penalty for the violation may be lessened.

**Consequences of academic misconduct:**

Be aware that cheating is often a joint undertaking. Cheating is always harmful to all parties involved. It sacrifices the integrity of the person who provides the materials and robs the copier of the opportunity to learn. When cheating is not an individual activity, all parties involved are equally guilty and will be subject to the same consequences. Intellectual honesty on the parts of all students is fundamental to their ethical development.

Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken.

**First Offense:**
- Conference with the student and parent/guardian
- Loss of all credit for the assignment. Student is required to re-do the assignment. It will be left to the teacher's discretion when and how to count the assignment.
- Loss of all credit for the test/quiz with no make-up permitted
- Placement on probation with a contract (in the class of the infraction) for the remainder of the class

**Subsequent Offense(s):**
- Conference with the student and parent/guardian
- Loss of all credit for the assignment/test/project with no make-up permitted
- Reduction of conduct grade to an "F" and effort grade to a "3" for the grading period
- Removal from all elected or appointed leadership positions for the remainder of the school year
- Referral to the assistant principal and notation made on student's record
- Possible suspension from school