



## Academic Honesty and Plagiarism Policy

We require students to behave in an honest and truthful manner which includes doing their own work and acknowledging ideas which are not their own. We expect our students to complete their work individually and expect that each will do his/her individual best without resorting to plagiarism, cheating or any other academic misconduct.

Please find below definitions of plagiarism and cheating as well as the school's expectations.

**Plagiarism** includes taking words, data, ideas, and others' statements, without proper acknowledgment, and presenting them as one's own.

**Cheating** includes the use of improper means to gain credit or advantage. Forms of cheating include improper possession of unauthorized aids in an academic exercise or examination, the fabrication or falsification of data, the submission of the same work for credit in more than one course without permission, looking at another student's work during an examination, or copying another student's work for an assignment.

**Collusion:** Working on an assignment with other students and then submitting very similar individual works, or allowing another student to use one's work and/or data and submitting it as their own.

### **Expectations:**

- Students will do assigned work individually.
- Students will answer tests and quizzes without communicating with other students and without using any notes or other aids unless approved by the teacher.
- Students will properly cite any research taken from the Internet or other publications.

### **Consequence of Plagiarism, Cheating or Collusion:**

**1st Offense:** Academic warning and parents will be notified.

**2nd Offense:** No credit received and parents will be notified.

**3rd Offense:** No credit received and the offense is immediately referred to management. Suspension/expulsion may occur.