

James Madison High School

Policy of Academic Honesty

Academic honesty promotes personal integrity and facilitates the learning process, primary goals of students, parents, and educators. In education, academic honesty ensures justice and fairness in assessing student learning.

In order to protect all concerned, academic honesty is defined as follows:

Each student does his or her own academic work and does not give assistance to others nor does he or she accept assistance from others. A student does not use, accept, or receive aid on class tests or assignments unless specifically authorized by the teacher. A student does not plagiarize information by putting forth someone else's work or ideas as his or her own original work; a student gives credit to the source through accepted documentation.

The only exceptions occur when the teacher directly states in writing that students may collaborate on an assignment or when a student participates in teacher approved peer tutoring.

The following consequences are established in order to maintain the highest standards of academic honesty. When a teacher has documented that a student has violated the standards of academic honesty, the following will occur:

First Incident

1. The student earns a grade of "0" on the assignment or test (or lesser grade penalty at the teacher's discretion).
2. The student earns an "N" in citizenship for the grading period (or "U" at the teacher's discretion).
3. The teacher reiterates to the student the Academic Honesty Policy and the consequences of violating this policy.
4. The teacher may refer the student to the counselor, coach, sponsor, or Special Education Coordinator.
5. The teacher notifies the parent/guardian of the incident and of the consequences. If notification is by telephone, the conversation should be documented. If notification is e-mailed, an acknowledgment of receipt should be requested.
6. The teacher sends the appropriate administrator a copy of the Academic Honesty Referral, which will become part of the student's cumulative record.
7. The teacher will keep a copy of the Academic Honesty Referral.

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Second Incident

1. The student earns a grade of "0" on the assignment (no teacher discretion).
2. The student earns a citizenship grade of "U" for the grading period (no teacher discretion).
3. The teacher again notifies the parent/guardian of the incident and of the consequences. If notification is by telephone, the conversation should be documented. If notification is e-mailed, an acknowledgment of receipt should be requested.
4. The teacher refers the student to the counselor, coach, sponsor, or Special Education Coordinator.
5. The teacher sends the appropriate administrator a copy of the second Academic Honesty Referral, who will seek a parent conference. The referral will become part of the student's cumulative record.
6. The teacher will keep a copy of the second Academic Honesty Referral.

Third Incident

1. The student earns a grade of "0" on the assignment.
2. The student earns a citizenship grade of "U" for the grading period.
3. The teacher sends the student's counselor a copy of the third Academic Honesty Referral.
4. The teacher refers the student directly to the appropriate administrator, along with a copy of the third Academic Honesty Referral.
5. The administrator calls a student-parent conference, assesses disciplinary consequences, and reports the consequences to the referring teacher. The referral will become part of the student's cumulative record.
6. The teacher will keep a copy of the third Academic Honesty Referral.

Fourth Incident

1. The student receives a semester grade of "WF" (Withdrawn Failing) in the course, is removed from the course, and is placed in a study hall for the remainder of the semester.
2. The student is referred directly to the appropriate administrator, along with a copy of the fourth Academic Honesty Referral.
3. The administrator notifies the parent/guardian regarding the fourth violation and of the consequences and completes documentation by letter. The referral will become part of the student's cumulative record.
4. The teacher will keep a copy of the fourth Academic Honesty Referral.

Cumulative Occurrences in More Than One Course

The appropriate administrator will consider multiple-class incidents as a pattern of behavior requiring severe disciplinary action. In such a case, all of the student's teachers will become involved in monitoring the student's behavior. Any combination of the previously mentioned consequences may be employed to effectively modify the behavior pattern.