**Academic Honesty Policy**

Academic achievement is ordinarily evaluated on the basis of work that a student produces independently. Students who submit academic work that uses others' ideas, words, research, or images without proper credit and documentation or citation are in violation of the Academic Honesty Policy. A student who helps another to act dishonestly is also violating the Academic Honesty Policy.

Violations of the Academic Honesty Policy include:

* Misrepresentations or borrowing of facts without giving credit
* Copying another student's work and claiming it as your own or purchasing another students paper to use as your own
* Working on an assignment with others and turning in the assignment as your individual work
* Plagiarizing
* Restating an original thought, concept, or idea without citing the source
* Cheating on a test or assignment
* Downloading information or graphics from the internet without citing the source
* Using cell phones to photograph work and send it to others.
* Paraphrasing material from a source without any indication that it came from somewhere other than your own brain
* Giving credit for a thought or idea to someone, but not correctly stating that thought or idea

Misunderstanding the code is not an excuse for dishonest work. Students who are unsure about the Academic Honesty Policy should meet with a teacher, the Writing/Math/Research Centers, or the librarian.

First Violation of Academic Honesty Policy

1. No credit on the assignment.
2. Attendance at the Writing Center, Research Center, or Math Center
3. Parent Notification and Notification to Academic Dean
4. Required resubmission of the work

Second Violation of Academic Honesty Policy

1. No credit on the assignment.
2. Parent Notification and Notification to Academic Dean
3. Referral to administrator for SST meeting.
4. No resubmission of the work possible.