

**English/Language Arts Department
Academic Honesty Policy**

Cheating is becoming an increasingly large problem amongst today's students. Because there is easy and quick access to information via the internet, many students believe that they can use data and information from the internet without consequence. Using the internet or other previously published materials without understanding how to use those materials correctly is considered cheating (Academic Dishonesty).

The English Department does not tolerate Academic Dishonesty, and will not show any leniency toward any student who cheats in any manner. The English Department will strictly adhere to the disciplinary actions outlined in Northgate High School's Academic Honesty Policy, and therefore requests that any student taking an English/Language Arts course at Northgate High School read and understand the school's Academic Honesty Policy. Additionally, every student should understand the following specific details:

1. Cheating is when a student in an assignment of any sort, attempts to earn credit by copying another student's answers, using words, other material, or work other than his or her own without citing the original author of the work used.
2. Taking a photograph of a test or assessment is **stealing** that test.
3. Gaining possession of a test in any way prior to the time allotted to take that test (or assessment) is **stealing** that test. As an example, if you are sent a test via e-mail from a friend, you have stolen that test. So what do you do if you receive that e-mail? Do not open it! Report it to your teacher!
4. Giving or receiving information in any manner about the content of a test or assessment from another student or person other than the teacher prior to taking the test is **cheating**.
5. Providing answers to any assignment by using Sparknotes, Cliffnotes, Shmoop or any other study aid without explicit permission from your teacher is considered **cheating**. Likewise, using such a study aide with permission but without correctly citing the material used is **cheating** and **plagiarism**.
6. Any match (verbatim or paraphrased) to existing material, whether discovered by your teacher or via teaching and grading tools such as turnitin.com is considered plagiarism.

By signing below I acknowledge I have read and understand Northgate High School's Academic Honesty Policy as well as the content of this entire document.

Student Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

Cheating Scenarios, Appropriate Student Responses, and Consequences

1. After completing the reading (or instead of completing the reading) you visit course notes or sparknotes. You completed the assignment, so why not get some extra ideas about what was important?
 - a. **Appropriate Response:** *Don't use course notes or sparknotes or any unauthorized study aid ever. Not sure if it's authorized? Ask your teacher.*
 - b. **Consequence:** *Negative points on the essay, quiz, test, discussion, or any other assignment in which the ideas are presented.*
2. You copy anything word for word without proper citation.
 - a. **Appropriate response:** *Don't copy. If you do it, quote it and cite it.*
 - b. **Consequence:** *Negative points on the assignment.*
3. Your mom looks over your English essay to help you proofread it. She begins correcting your work and rewrites portions to the point where you feel that it is no longer yours.
 - a. **Appropriate Response:** *Talk to your teacher before turning the paper in.*
 - b. **Consequence:** *Negative points for the essay for not writing in your own voice*
4. You are supposed to be studying for your history midterm, but you are procrastinating on Facebook. You see that a former student has posted the answers to a previous midterm. You weren't looking for the answers, but they just popped up. Are you at fault? What should you do?
 - a. **Appropriate Response:** *You come forward as soon as you recognize the situation and tell your teacher that you have been exposed to this test material and ask if it is ethical for you to take this test. Although you are encouraged to divulge the names of the cheaters, you don't have to.*
 - b. **Consequence:** *Negative points if you don't come forward.*
5. At brunch, you overhear some students discussing the test they took last period. You weren't participating in the conversation and you walked away after realizing what was being said. Do you need to tell the teacher about the conversation? Do you need to tell the teacher who was talking about the test?
 - a. **Appropriate Response:** *You come forward as soon as you recognize the situation and tell your teacher that you have been exposed to this test material and ask if it is ethical for you to take this test. Although you are encouraged to divulge the names of the cheaters, you don't have to.*
 - b. **Consequence:** *Negative points if you don't come forward.*
6. Someone got a copy of the test. You did not steal it, would never steal it, and think it is wrong, but everyone else who looks at the stolen test is going to have an unfair advantage. Should you look at the test too, just to keep things fair?
 - a. **Appropriate Response:** *You come forward as soon as you recognize the situation and tell your teacher that you have been exposed to this test material and ask if it is ethical for you to take this test. Although you are encouraged to divulge the names of the cheaters, you don't have to.*
 - b. **Consequence:** *Negative points if you don't come forward.*
7. Your English teacher requires that you attend a play based on the novel you are reading. You have a soccer tournament, so you ask your friend what the play was about and write up a reflection of the production in your own words with original analysis of the production.
 - a. **Appropriate Response:** *Plan ahead to be sure that you can make it to one of the available dates or talk to your teacher at least 48 hours in advance of the due date.*

- b. **Consequence:** *Negative points on the assignment.*
8. In history, you are doing an oral history assignment and you are supposed to interview a grandparent about the 1960's. Your grandparents are on vacation in France, but they have told you many stories in the past about their lives during that time period. You write up the report based on what you already know.
- a. **Appropriate Response:** *Plan ahead to be sure that you can complete the interview on time or talk to your teacher at least 48 hours in advance of the due date to discuss other options.*
- b. **Consequence:** *Negative points on the assignment.*
9. Your English teacher asks you to read 560 pages over the weekend. Your busy schedule does not allow you to do this. You skim the reading and look at sparknotes or course notes to get the gist of the material.
- a. **Appropriate Response:** *Plan ahead! Don't use sparknotes.com or other unauthorized study aids.*
- b. **Consequence:** *Negative points on the reading quiz or other assignment associated with the reading.*
10. While writing your essay on social realism, you come across an excellent excerpt from your textbook that claims, "Though writers such as Barth, Barthelme, and Pynchon rejected the novel's traditional function as a mirror reflecting society, a significant number of contemporary novelists were reluctant to abandon Social Realism, which they pursued in much more personal terms." You know better than to simply cut and paste the sentence, so you use the thesaurus to put the sentence in your words. You don't cite it because you assume the textbook is under the umbrella of "common knowledge."
- a. **Appropriate Response:** *First cite the source within your essay, using MLA format. Not sure how? Ask your teacher or librarian. Second, process the information in an original way. Third, talk to your teacher about what falls under "common knowledge."*
- b. **Consequence:** *Negative points for the essay.*

**Not sure if it is cheating, plagiarism, or a violation of the Academic Honesty Policy?
Ask your teacher!**

ACADEMIC HONESTY POLICY

Northgate High School's Academic Honesty Policy is a product of cooperation between students and staff to ensure that all students will conduct themselves in an honest fashion, both morally and intellectually, at all times. It is the responsibility of the staff and students to ensure that the values of honesty, integrity, and responsibility be upheld in all school endeavors. Any academic dishonesty devalues the academic effort of all students by diminishing the sense of academic integrity and ethical values among students.

The purpose of the Academic Honesty Policy is to establish fair guidelines for consequences and to clarify the academic values this school embraces in preparing students for further academic endeavors. Any infraction of the code will render serious consequences and a notation will be made in the student's permanent file. Academic grades in courses for which academic dishonesty has been verified by established school procedures may not be dropped or changed from the record.

Repeat offenses and specific behaviors not included in the following list of consequences will be assessed individually by the administration and personnel involved.

1. **HOMEWORK:** Students will receive a "O" on the assignment, including any student who allows others to copy his/her work. Student will be referred to the vice principal, parental contact will be made, and the incident will be recorded in student's permanent file.
2. **CHEATING ON AN EXAM:** Student will receive a "O" on the test, Saturday School, and parent contact. Student will be referred to the vice principal, parental contact will be made, and the incident will be recorded in the student's permanent file *without the possibility of any kind of alteration*. A suspension of up two (2) days will occur for a second offense.
3. **STEALING AN EXAM:** Student may be dropped from the class with a grade of "F". Student will be referred to a principal's hearing with a possible outcome of expulsion or administrative transfer.
4. **BREAKING IN TO STEAL AN EXAM:** Student will be dropped from the class with a grade of "F". Student will be referred to a principal's hearing with a possible outcome of expulsion or administrative transfer. *(This will include breaking into the Internet and using computers to steal an exam.)*
5. **STUDENTS CHANGING GRADES AND/OR USING A COMPUTER TO CHANGE GRADES:** Student will be dropped from the class with a grade of "F". Student will be referred to a principal's hearing with a possible outcome of expulsion or administrative transfer.
6. **PLAGIARISM AND DIGITAL PLAGIARISM:** Student will receive a "O" on the assignment for direct plagiarism; individual teachers will determine what to do for indirect (borrowing ideas) plagiarism. Student will be referred to the vice principal, and the incident will be recorded in student's permanent file. A suspension of two (2) days will occur for a second offense.
7. **FORGERY:** Possibility of failure in class. Referral to the vice principal. Incident will be recorded in student's permanent file. Refer to discipline chart.



CHEATING OF ANY KIND WILL RESULT IN LOSS OF ACADEMIC HONORS.