

Academic Honesty

The District regards academic honesty as vital to the academic, social, and emotional development of all students. Honest and ethical behavior is an essential component in the learning process. Academic honesty requires that all academic work is the legitimate, truthful effort and product of the student. In contrast, academic dishonesty is an attempt by students to claim and show possession of effort, knowledge and/or skills that are not their own. Academic dishonesty in any form shall not be permitted.

Academic dishonesty includes, but is not limited to, the following examples:

1. Plagiarizing materials taken from sources, such as books, periodicals, newspapers, or the Internet without appropriate documentation.
2. Submitting another person's work as one's own (e.g. other students, parent, siblings).
3. Copying another student's homework, test, quiz, project, book report, assignment, or take-home test.
4. Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment or take-home test.
5. Providing or accepting information regarding specific test content.
6. Stealing copies of tests or answer keys.
7. Changing answer(s) on a test, assignment, or project after grading.
8. Changing grades in a grade book or altering a computer grading program.
9. Using programmable calculators in a manner not specified by the teacher.
10. Copying or downloading of electronic information without authorization.
11. Collaborating when not permitted.
12. Using an electronic translator for foreign language without authorization.
13. Fabricating data in a lab setting.
14. Stealing academic materials.
15. Using concealed notes on tests.
16. Attempting to receive credit for the same work in two different classes without teacher authorization.

Administrators, staff, students and families are each important contributors in upholding academic honesty and integrity in the school community. The following defines these joint efforts:

Responsibilities

- A. The administration shall:
 1. Ensure that staff is notified of the policy.
 2. Promote and encourage staff to educate students regarding the policy.
 3. Enforce the consequences when a student violates the policy.

4. Annually notify parents and students of the policy.
- B. The staff shall:
1. Discuss and reinforce academic honesty with students. This educational process shall begin at the elementary level and continue throughout the student's academic career.
 2. Promote a classroom environment that encourages academic honesty and original thinking.
 3. Enforce the consequences when a student violates the policy.
- C. The students shall:
1. Uphold the spirit and the letter of the policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments.
 2. Understand that no assignment is exempted from this policy.
- D. The parent/guardian should:
1. Teach and support the ethical values of honesty and integrity.
 2. Share in the District's enforcement of the academic honesty policy.
 3. Help and encourage students with schoolwork, but never do it for them.

Policy Violations

The District understands that the development of honest and ethical behavior is a process. Therefore, when determining the consequences for a violation of the academic honesty policy, consideration shall be given to the student's age and grade level. Policy violations may be detected through the use of routine electronic means that analyze plagiarism in student work. Any student who violates this policy shall be subject to consequences that may include a failing grade on an assignment or for a course, ineligibility for honor society or honors diploma, or other measures at the discretion of the principal/designee in consultation with the teacher.

Appeal Process

Students and parents/guardians have the right to appeal the imposed consequence(s) if they believe this policy has been inappropriately applied in a given situation. Appeals shall be addressed as follows:

1. If a parent/guardian or student disagrees with the imposed consequence(s), they may appeal the action to the principal in writing. The appeal shall be made within 5 school days of the date of their notification of the imposed consequence(s). The principal/designee shall render a decision on the merits of the appeal within 5 school days of receipt of the written appeal.
2. If a parent/guardian or student disagrees with the decision of the principal/designee, they may appeal the decision to an appeal panel approved by the Superintendent. The panel shall consist of the Superintendent, or designee, an additional Administrator and a teacher of a similar discipline. The decision of this body is final. The review panel shall hear the

case within 10 school days of receipt of the appeal.

3. In the case of a second semester senior where the result of an appeal may affect the student's graduation from high school, the appeal shall go directly to the review panel and shall be heard within 3 school days of receipt of the appeal.

No person shall be denied admission to any public school in the District or be denied participation in, be denied the benefits of or be discriminated against in any curricular, co-curricular, pupil services, recreational or other program or activity because of the person's gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The District encourages informal resolution of complaints under this policy. However, if any person believes that the School District of Johnson Creek or any part of the school organization has failed to follow the law and rules of Wis. Stats. 118.13 and PI 9, Wis. Admin. Code, or in some way discriminates against persons on the basis listed above, he/she may bring or send a written complaint to the following address: Superintendent of Schools, P.O. Box 39, Johnson Creek, WI 53038. Telephone No. 920-541-4800.

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