

Academic Honesty Statement Warren-Alvarado-Oslo High School *Revised July 31, 2012*

Purpose: All students are encouraged to exhibit personal honesty in their classroom work and should expect the same from other students attending Warren-Alvarado-Oslo. Doing so allows each student to be evaluated on HIS/HER individual efforts. The entire WAO faculty supports this policy and will enforce this policy or higher in all the courses taught at Warren-Alvarado-Oslo.

***** Your signature and your Parent/Guardian's signature indicates that you have read this carefully, understand what academic honesty is and are prepared to bear the responsibility of academic honesty.**

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

1. Cheating on a test through the use of concealed answers, using unauthorized technology on a test or copying another student's work on a test.
2. Copying an assignment or worksheet or sharing information about an assignment or test.
3. Plagiarizing by using another person's ideas, expressions, or writings as if they were one's own. (See WAO student handbook, pg. 19). The burden of proof for the originality of the work is the responsibility of the student.

- Copying Verbatim: including, but not limited to a book, article, internet site (without citation and notation), lab report or paper

- Paraphrasing: borrowing written ideas from a source and rewriting them into one's own words without citation or notation.

*****NOTE:** When in doubt of "citing sources" in text, please refer to the Purdue University language on plagiarism/citations (<http://owl.english.purdue.edu/owl/>)

4. Offering another student answers to an assignment, worksheets, notes or test whether solicited or unsolicited in written or verbal form.
5. Theft of intellectual property such as assignments, worksheets, notes, notebooks, test or test answer keys
6. Lying to a teacher, paraprofessional, administrator or other school employee about academic activities. If student chooses to lie about academic misconduct and it is found that he/she committed an infraction, the student will automatically be moved to the **THIRD OFFENSE.**

Penalty: **OFFENSES ACCUMULATE** for all classes throughout the year. Each offense will be recorded on the student's permanent record in the main office. The following are guidelines for minimum consequences set by staff and administration.

*****Depending upon the severity of the offense, administration has the discretion of moving up 1 step or denying course credit. College classes and AP classes will move automatically to step 2/3. Administration has discretion in all penalties.**

FIRST OFFENSE

- Teacher will inform parents and administration. A formal letter will be sent to parents/guardians detailing the infraction.
- Student will receive no credit (a zero) for the assignment or test.
- Student will receive 1 day of ISS
- Student will be **REQUIRED** to do 2 hours of ethics/character training with School Counselor
- Student is ineligible for WAO "A" or "B" quarter honor roll, National Honor Society, Academic Lettering for the remainder of that school year
- Student will be declared "academically ineligible" 1 contest under MSHSL bylaw 206
- Individual teacher classroom consequences

SECOND OFFENSE

- The teacher will notify administration. Administrator will set up a meeting with the student, staff member, parents/ guardians, counselor and if needed, other school officials.
- Student will receive no credit (a zero) for the assignment or test.
- Student will receive a 2 letter grade reduction in quarter course grade (ex. B to D)
- Student will receive 2 days of ISS
- Student will be **REQUIRED** to do 2 hours of ethics/ character training with School Counselor
- Student is ineligible for WAO "A" or "B" quarter honor roll, National Honor Society, Academic Lettering, Graduation speaking
- Student will be declared "academically ineligible" for a period of 2 weeks under MSHSL bylaw 206
- Individual teacher classroom consequences

THIRD OFFENSE

- The teacher will notify administration. Administrator will set up a meeting with the student, staff member, parents/ guardians, counselor and if needed, other school officials.
- Student will lose credit for the course. Student will be referred to WAO ALP for coursework.
- Student will receive 3 days of ISS
- Student will be **REQUIRED** to do 2 hours of ethics/ character training with School Counselor
- Student is ineligible for WAO "A" or "B" quarter honor roll, National Honor Society, Academic Lettering, Graduation speaking,
- Ineligible for Senior Scholarships (WAO high school, Pony Booster or Ed. Foundation)
- Student will be declared "academically ineligible" for a period of 6 weeks under MSHSL bylaw 206
- Individual teacher classroom consequences

NOTE TO STUDENTS: If you have any doubt about your academic habits or about what constitutes academic honesty in a given class or on a given assignment, **ASK YOUR TEACHER.** They will tell you what is acceptable for the assignment and the permissible parameters are for their assignments, tests or classes.

You and your parents **MUST** sign this form and return it to your **HOME ROOM** teacher. It will remain on file in the high school office.

I understand the seriousness of academic dishonesty in its various forms and I know how to avoid it. I will not engage in any form of academic dishonesty. My signature is evidence of my understanding and my commitment to uphold this policy.

Student Signature _____

Print Name _____

Parent/Guardian Signature _____

Date _____

Acknowledgement: Thanks and credits are due to St. Cloud Tech and Duluth East whose academic honesty policy provided the foundation upon which this policy was built.