

Harpursville Jr. / Sr. High School
54 Main Street
Harpursville, NY 13787

Academic Honesty Administrative Procedures

Parental/Student Agreement

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes, examinations, or other class exercises. One form of academic dishonesty is plagiarism. Plagiarism is intellectual larceny: the theft of ideas or their manner of expression. When in doubt about rules concerning plagiarism, students are urged to consult individual faculty members. Because faculty and students take academic honesty seriously, penalties for violations may be severe, depending upon the offense. Staff members will gladly explain procedures for taking tests, writing papers, and completing other course requirements so that students may understand fully their instructor's expectations. Academic Dishonesty is also addressed in the Harpursville Central School District Code of Conduct in Section V (c).

Please review this packet, then sign and return the back page to school immediately. Thank you!

Academic Dishonesty

The following actions are reflective of academic dishonesty and are subject to disciplinary action by teacher, school, and/or district. Some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws.

- Using notes, aids, or another student's assistance to complete a test, a project, or other assignment in a way other than that expressly permitted by the teacher. Unless otherwise directed by the teacher, students should accomplish all assignments individually;
- Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating;
- Copying from or allowing another student to copy from a test, homework, or other course work-which is not intended to be collaborative in nature;
- Unauthorized and/or unsupervised after hours use of the school network;
- Plagiarizing material; i.e., omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page appended at the end of the assignment, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text. Examples of sources of materials that could be plagiarized could include, but not be limited to CDs, magazines, periodicals, internet, e-mail, books, images or graphics, music, reference sources such as encyclopedias and similar resources;
- Tampering with an instructor's records of test, coursework grades or scores;

- Abusing the privilege of Internet access as stated in Harpursville Central School's Policy for Use of the Internet; The unauthorized sharing and use of services such as sharing the ProQuest password with a sibling or friend away at college;
- The unauthorized sharing and use of services such as sharing passwords with a sibling or friend away at college.

Responsibilities of Students, Parents, Teachers, & Administrators

The student is expected to uphold the spirit and the letter of this policy both philosophically and behaviorally in completing all school-related test, quizzes, projects, reports, homework assignments or in-class assignments. No assignment is exempted from this policy.

The parent is expected to adopt the philosophical wholesomeness of this policy and uphold the spirit and the letter of it by reviewing it with his or her student and encouraging the student to practice academic honesty throughout the student's years at Harpursville Middle/High School.

The teacher is expected to review with the students the policy of academic honesty at the beginning of each semester and other times during the year as he or she deems it appropriate. The teacher will serve as the lead in modeling the behaviors expected of students. The teacher is also expected to enforce the policy in all instances of academic dishonesty following the process as outlined below.

The administrator is expected to support the spirit of academic honesty with students, parents, counselors, teachers, and other staff members in conferences and in each classroom. They too are expected to model the behaviors expected of the students. Disciplinary action taken with students concerning the Academic Dishonesty Policy will follow the process as outlined below.

Process for Disciplinary Action

The process whereby a student will be punished for infraction of the Academic Dishonesty Policy shall include the following steps:

- The student will be confronted by the teacher of the class where the infraction occurs.
- The administration will be alerted.
 - The teacher or administrator will contact the parent to state the issue, review this policy, and explain disciplinary consequences.
 - Disciplinary action will be effected by the school. Any disciplinary action, which the parent may choose to take, is separate from the disciplinary action taken by the school or district.
 - Infractions will be recorded on the student's permanent discipline file.

- Local, state or federal law enforcement officials will be alerted in the event that the infraction is of a criminal nature.

Disciplinary Action for Student Violation of the Academic Honesty Policy

Note: A teacher may choose to handle the academic honesty infraction himself or herself or refer it in written form to the administrative office. If referred, however, the infraction becomes a permanent part of the student's disciplinary record and appropriate discipline will be enforced. Teachers and administrators reserve the right to respond to the wrong doing with punitive action of varying severity including temporary suspension or permanent removal of the student from the class, school, or special program depending on the nature of the infraction and the number of previous infractions. Consequences for a student's involvement in an act of academic dishonesty will include one or more of the following actions:

1st Offense:

- F/O on assignment
- Teacher contact to parent
- Homework Club/After School Detention
- Loss of Internet access/privilege

2nd Offense:

- F/O on assignment
- 3 day suspension
- Administrator contact to parent

3rd Offense:

- F/O on assignment
- 5 day suspension
- Superintendent's Hearing

***The act of plagiarism will be recorded in the student's record and deny a person the privilege of gaining membership in the National Honor Society if he/she otherwise qualified. The student will be dropped from the National Honor Society (NHS) if the student is a member of that organization. The student may face suspension from extra-curricular activities including sports programs.

**In keeping with modeling the behaviors we expect of the students, it should be noted that this policy was developed using excerpts from other policies including but not limited to the University of Delaware, Troy High School, and school districts located within the Broome-Tioga region.

**Harpursville Central School
PO Box 147
Harpursville, NY 13787
2023-2024**

Please sign and return this form to the High School Main Office or mail to the address listed below:

**Harpursville Central School District
High School Main Office
P.O. Box 147
Harpursville, NY 13787**

**2023-2024
School Year**

Grade: _____

Student :

I, _____, have read the Academic Dishonesty Policy of the Harpursville Central School District and understand the academic expectations and consequences for violating this policy.

(Student Signature)

(Date)

Parent/Guardian:

I, _____, the parent/guardian of _____;
have read the Academic Dishonesty Policy of the Harpursville Central School District and I am aware of and understand the academic expectations and consequences for violating this policy.

(Parent/Guardian Signature)

(Date)