

# **ACADEMIC HONESTY POLICY**

The school's purpose is the fostering of academic excellence. An essential element in a climate of learning is intellectual honesty. Cheating is incompatible with the Mingus philosophy. Neither pressure for grades, inadequate time to complete an assignment, tests not adequately proctored, nor unrealistic parental expectations justify cheating. Cheating places the value of grades over learning and runs counter to our philosophy.

## **A Note to Students and Parents about Plagiarism**

Plagiarism is the act of taking the words of another person and using them as one's own. This includes copying words or ideas from a book, magazine or other print source, downloading material from the Internet and *copying work from another student*. In the last case, both the student who does the copying and the student who allows the copying are equally guilty.

Plagiarism impedes a writer's development of the many essential skills that comprise the writing process. Plagiarism is also unfair to the vast majority of Mingus students who work honestly and diligently to produce their own work.

Writing skills drive the work students do at the university level and form a crucial component of most, if not all, professional jobs. Teaching students how to write effectively is thus one of the primary objectives of Mingus's English classes. To accomplish this objective, we stress the importance of writing as a process. Good writing does not emerge perfectly formed from the pen or printer after one quick draft. Good writing is crafted: developed, organized, refined, revised, edited and then revised and edited again, using appropriate citations where needed.

With the growing popularity of the Internet, plagiarism has become more of a problem at Mingus. As educators, we feel a moral and ethical obligation to do our part to maintain rigorous academic standards. We cannot accomplish this goal alone, however, and require the support of the entire school community to succeed.

We believe the following:

- Plagiarism is a form of academic dishonesty, unacceptable at Mingus.
- Students who plagiarize must be punished to the fullest extent of the school's policies.
- We need the support of the entire Mingus community — students, teachers, administrators, counselors and especially parents — to ensure an honest academic environment at the school.

## **SHARED RESPONSIBILITY FOR ACADEMIC HONESTY**

Teachers, parents and students must understand, accept, and share responsibilities if this policy is to be effective.

## **STUDENT RESPONSIBILITIES**

We expect the student will

- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work--do not lend or borrow homework observe test time limits
- not look at another test or allow his or her test to be seen
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as his own the work of a parent, brother, sister, or anyone else
- not allow one member of a team to do the whole task
- learn how to attribute work properly by citation, footnote, and bibliography

**PARENTAL RESPONSIBILITIES**

We hope the parent will

- be aware of a student’s need for a quiet time a place for study
- support the student’s efforts, but not edit, type, or in any other way do the work
- encourage wise use of time
- communicate to the child values of moral and ethical behavior
- refrain from placing undue pressure for high grades

**TEACHER RESPONSIBILITIES**

The teacher will

- make the classroom policy known to all students
- be specific as to whether work is to be cooperative or individual
- carefully proctor tests so students will not be tempted to cheat
- secure grade book and mark documents so that grades are private and safe
- Use his or her judgment to determine whether cheating has occurred.

**CONSEQUENCES**

**The consequences of cheating are the following:**

**First Instance:**

The student will receive an “F” on the assignment or test.  
The teacher will confer with the student and notify the parent of the incident and its consequences.  
A referral will be placed in the student’s permanent file.

**Second Instance:**

As listed in the first instance and one or more of the following:  
A conference will be scheduled with administrator, parent, teacher, and student discussing the possible drop from the class with loss of credit.  
A second referral will be placed in the student’s permanent file.  
The semester mark may be lowered by one full letter grade.

**Subsequent Instances:**

As listed in the first instance and one or more of the following:  
A conference will be scheduled with administrator, parent, teacher, and student.  
The student will be dropped from the course with a grade of “F”.

**I’ve read and agree to abide by Mr. McKean’s Academic Honesty policy.**

**Student’s Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student’s signature** \_\_\_\_\_

**Parent’s name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent’s signature** \_\_\_\_\_