

Academic Honesty Policy:

All Fairview students are expected to respond to academic challenges with the highest degree of integrity and honesty, which means fulfilling assignments and/or exams in the manner in which they are intended and not participating in any behavior that gains an unfair advantage for any student.

Common forms of cheating include...

Plagiarism:

- Incorporating the information, ideas, words, graphics or artwork of another source (classmate, published author, or internet) into your own work without giving the originator the credit.
- Using a paper or project you created previously to substitute for a current assignment without asking permission (self-plagiarism).
- Telling your ideas for a paper to another individual and having them write your paper for you in their own words.
- Inventing of information; misquoting or quoting out of context.

Test Taking and Homework:

- Copying from another's test or quiz.
- Using any methods of gaining answers prior to or during a test, quiz, or other assignment.
- Having someone else take an exam.
- Working with others on an assignment that was meant to be done individually.
- Copying from a lab group other than your own.

Collusion:

- Letting another student look on your test or quiz.
- Reporting to another student, in any manner, what is on a test or quiz.
- Helping someone plagiarize.
- Allowing someone to copy work that was meant to be done individually.
- Discussing an assignment with students who have not yet been assessed on the material.
- Sending a paper or program to a friend so that they can read the main ideas that you used.

Reporting

- Students report to any teacher.
- Teachers report directly to the Dean of Students, as well as to the counselor and the IB/AP administrator. All incidents of dishonesty **MUST** be reported. The administrator will also report to the parents in a timely fashion.

Procedures

The Dean of Students will be in charge of handling all academic honesty violations

Step 1: The teacher will inform the student and their parents of the violation and complete the Academic Honesty and Guidelines Form and submit it to the Dean.

Step 2: The Dean will complete the paperwork, and follow up with both the student and the parents.

Step 3: The violation will be logged in Infinite Campus.

Consequences

1st violation = contact parents and meeting with the Dean. Credit for the assignment is determined by the teacher. An alternative assignment may be given at the discretion of the teacher.

2nd violation = 1 day in-school suspension. Typically teachers will give a zero for the assignment, however in some cases an alternative assignment may be given at the discretion of the teacher.

3rd violation = 2 day out of school suspension. Colleges will request information regarding the suspension and 3rd violation.

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*If the student is an IB Diploma candidate the IB Coordinator will be notified. Upon a second violation, removal from the IB Program will be considered.

*Counselors will be notified of all academic honesty violations and will be responsible to report violations to colleges/universities if necessary.