

### **RULE 1.3: No Academic Dishonesty**

We believe that people learn most effectively and build strength of character by doing their own reading, writing, test taking, projects, research, and assignments. Students gain the most from their education by evaluating, reflecting on, and revising their own work. Therefore, educating students about academic honesty and clarifying the school's policy on academic dishonesty are imperative.

#### **Education campaign:**

All students in the first quarter of their freshman year will spend an advisory class learning about cheating, plagiarism, and the school's policy on academic dishonesty. In addition to defining cheating and plagiarism and describing consequences, special emphasis will be placed on how students' actions define them as individuals and Brookline High School as a larger community.

Each department will address cheating and plagiarism in the context of its particular discipline at the beginning of each school year. Students new to the school will meet with an administrator to ensure that the policy is understood. Lastly, the international student advisor will work with students, teachers, and administrators to communicate these to students from all cultures.

#### **Definitions of cheating and plagiarism:**

##### **Cheating**

*Cheating is unauthorized having, giving, sharing, taking, or presenting information and/or material that benefits a student.*

Examples of cheating include but are not limited to: passing of information in any manner during an assessment, having access to and/or utilizing unauthorized material and/or technology during an assessment, passing of information about an exam from one class to another, and submitting work that is not one's own.

##### **Plagiarism**

*Plagiarism is using the words, data, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references. This includes exact language, paraphrase, or re-wording, as well as submitting work that is not one's own.*

#### **Cheating and Plagiarism Policy:**

Teachers will address concerns about cheating/plagiarism on daily homework. All other assignments fall under the policy, and any work handed in for credit, including drafts and outlines, falls under this policy. Records of student cheating will be kept in the student's file in the administrator's office. Violations will have cumulative effects that accrue across disciplines. For example, if a student cheats in his/her sophomore year in physics and then plagiarizes in his/her senior year in English, it is the student's second offense.

Students cannot be candidates for National Honor Society and may jeopardize scholarships that have citizenship requirements if they cheat or plagiarize.

**Offense #1:** Teacher informs student of offense, privately if possible. Parents are notified and a meeting may be held with any of the following people: teacher, student, parent, administrator, counselor, and department chair. Student receives zero for assignment. Administrator maintains a record of the incident.

**Offense #2:** Teacher informs student of offense, privately if possible. Parents are notified and a meeting may be held with any of the following people: teacher, student, parent, administrator, counselor, and department chair. Student receives zero for assignment; and another zero, equal to the value of the assignment on which there was cheating, is averaged into the quarter grade. Administrator maintains a record of the incident.

**Offense #3:** Teacher informs student of offense, privately if possible. Parents are notified and a meeting may be held with any of the following people: teacher, student, parent, administrator, counselor, and department chair. Student fails the quarter for the course in which the offense took place. Administrator maintains a record of the incident.

All subsequent offenses receive the punishment described under Offense #3, and the administrator continues to maintain records of any incidents.