**Parkway Central High English Department**

**Standard of Academic Honesty**

The Parkway Central English Department regards academic honesty as a critical foundation for student learning, so any violation of academic honesty is taken very seriously.

Violations of academic honesty can occur in many possible ways. The following is not meant to be an exhaustive list of all possible infractions; rather, it provides a range of misconduct.

**Plagiarism**

1. Plagiarism is the act of taking words, phrases, and ideas from another source without citing it properly or without citing it at all. Using *SparkNotes,* *Cliffs Notes*, any written source, or any Internet source to aid in the development of your ideas is prohibited, unless the assignment calls for research, in which case you will be given specific instructions on what sources to use and not to use.
2. Plagiarism includes the copying of words and/or ideas from another person (i.e., another student, a sibling, or a parent).
3. Plagiarism occurs when students assist other students in plagiarizing (i.e., giving an essay to another student), even if the recipient of the essay attends a school other than Parkway Central High.

Any form of plagiarism, whether intentional or accidental, is a violation of the Standard of Academic Honesty.

**Cheating on quizzes or exams**

During an assessment, students are expected to work independently, without the aid of another student or without the aid of notes, books, technology, etc. (unless the teacher explicitly allows the use of such materials). In addition, any student who assists a fellow student while taking an exam has violated the Standard of Academic Honesty. Finally, any student who discusses or reveals the contents of any part of an exam/quiz to students who have not taken the exam/quiz has violated the Standard of Academic Honesty.

**Unauthorized collaboration on writing assignments, homework, projects, etc.**

Unless explicitly permitted, students should complete their writing assignments, homework, projects, or any out-of-class assignment on their own. The very act of not completing the assignment independently, which includes copying all or part of any assignment, violates the Standard of Academic Honesty.

**Use of *SparkNotes*, *Cliffs Notes*, Shmoop, Side-by-Side Text Translations, etc.**

Because students are expected to read and process the reading assignments independently, the use of *SparkNotes*, *Cliffs Notes*, or any other types of Internet or book form resources that provide summary/analysis for the student is prohibited.

There is a range of penalties for students who have violated the Standard of Academic Honesty, depending on the severity of the offense, the frequency of violations, or other factors. Penalties will include a referral to the grade-level principal and a penalty on the academic grade (up to and including a zero). The citizenship grade will be affected as well.

If you have any questions about the Standard of Academic Honesty, please speak with your teacher.

**Each student and parent/guardian should fill in the blanks below, on both forms, with the appropriate information. The student should keep one copy for his/her records and return one copy to his/her teacher by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print)

***I have read and understand the Parkway Central English Department’s Standard of Academic Honesty and the consequences of violating it, and that by signing below, I acknowledge that this policy is a department-wide policy.***

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 Student Signature Date Parent/Guardian Signature Date