

ACADEMIC HONESTY POLICY

The purpose of this policy is to make students aware of situations that allow some students an unfair advantage over other students and to clarify the procedures to be followed when violations of the policy occur. Hartselle Junior High School wishes to outline what constitutes cheating so that students know their responsibilities:

1. **EXAMINATIONS:** Giving or receiving any form of information concerning a test before, during, or after that test without permission from the instructor is an act of cheating. The work on a test is to be the student's only.
2. **CLASSWORK/HOMEWORK:** Work that is expected to be the student's own should be solely his/hers unless the student credits the source(s) used. Exceptions to this rule are assignments that may be worked on collaboratively; it is the instructor's responsibility to clearly define the circumstances where this practice should be considered appropriate. Copying assignments or allowing assignments to be copied is a violation of the policy.
3. **PLAGIARISM:** Using someone else's work or ideas as your own without crediting the source is a form of cheating. To avoid this, a student should identify the source of the material, words, and ideas, which are not his/her original. Teachers will take responsibility for further explaining plagiarism as it relates to their classes. A student should always consult with a teacher when in doubt. Students may use advanced automated tools like AI or machine learning for assignments *with prior instructor approval*. Without permission, students must complete assignments independently, without significant help from others, including automated tools.
4. **POSSESSION:** Any information, written or electronic, that is in any way related to the material being tested without prior approval from the instructor is considered cheating.

Teachers are to report violations of academic honesty to administration and notify the parent. Consequences for the assignment will be determined by the teacher (no credit awarded; re-do the assignment; take a different make-up test/assignment, etc.). Should any further violation occur, additional consequences (detention or ISI) will be added by the principal and all exam exemptions are forfeited for that semester.