

BLUFFVIEW MONTESSORI SCHOOL
POLICY 109 ACADEMIC HONESTY

I. PURPOSE

This policy sets forth the administrative response to instances of academic dishonesty on the part of students and employees of Bluffview Montessori School. It will further define the consequences that students and employees can expect when academic dishonesty is detected.

II. POLICY

School administration shall develop specific plans for dealing with issues of academic dishonesty that are detected and attributed to (1) students and (2) employees. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, or other school employee who violates this policy.

III. GUIDELINES

A. DEFINITIONS

1. "Plagiarism"

"Plagiarism" is an act of stealing the thoughts and ideas of another person and passing them off as one's own thoughts or ideas.

No person shall copy and present the written material of another as his or her own work. No person shall pass off photos or the works of art of another person as his or her own work. To do these acts constitutes plagiarism.

2. "Cheating"

"Cheating" is an act of fraudulently deceiving others by violating rules of honesty or misrepresenting school work required as part of a test or other evaluation, or a regular assignment or project.

No person shall copy another's work or allow another to copy work or in any way collaborate on tests or assignments unless expressly authorized by a school faculty member.

B. CONSEQUENCES OF VIOLATING ACADEMIC HONESTY BY STUDENTS

1. First offense

- a. Attend a plagiarism or cheating workshop sponsored by Bluffview.
- b. Student must design a plan of restitution to those harmed by the plagiarism or cheating.
- c. Re-do work.

- d. Office referral and written parent notification of infraction.
- 2. Second offense
 - a. Attend a plagiarism or cheating workshop sponsored by Bluffview.
 - b. Design a plan of restitution to those harmed by the plagiarism or cheating.
 - c. Re-do work.
 - d. Office referral and written parent notification of infraction.
 - e. In-school suspension, at the discretion of Administration.
 - f. Parent conference.
- 3. Subsequent offenses
 - a. Attend a plagiarism or cheating workshop sponsored by Bluffview.
 - b. Design a plan of restitution to those harmed by the plagiarism or cheating.
 - c. Re-do work.
 - d. Office referral and written parent notification.
 - e. In-school suspension.
 - f. Parent conference.
 - g. Counseling with guidance counselor.

C. CONSEQUENCES OF VIOLATING ACADEMIC HONESTY BY SCHOOL EMPLOYEES MAY INCLUDE:

- 1. Employee must make restitution to those harmed by the plagiarism or cheating.
- 2. Re-do work.
- 3. Personnel record entry.
- 4. Employee must make restitution to those harmed by the plagiarism or cheating.
- 5. Non-paid administrative leave, at the discretion of Administration.
- 6. Employee will be subject to discharge.