**Academic Dishonesty Policy: Mrs. Skipper**

Students are expected to know, understand, and comply with the ethical standards of Prattville High School. A school’s reputation is built on a standing tradition of excellence and scholastic integrity. As a member of the Prattville High School academic community, I expect the students in AP Biology to accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct.

**Academic dishonesty is defined as a student’s use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student’s work in meeting course and degree requirements.**

Examples of academic dishonesty include, but are not limited to, the following:

1. Plagiarism: Plagiarism is the use of another person’s distinctive words or ideas without acknowledgment. Examples include: If in doubt, site your source using MLA format.
2. Word-for-word copying of another person’s ideas or words;
3. The mosaic (the interspersing of one’s own words here and there while, in essence, copying another’s work);
4. The paraphrase (the rewriting of another’s work, yet still using their fundamental idea or theory);
5. Fabrication of references (inventing or counterfeiting sources);
6. Submission of another’s work as one’s own;
7. Neglecting quotation marks on material that is otherwise acknowledged.

Acknowledgment is not necessary when the material used is common knowledge-for example, materials I present in class.

1. Cheating: Cheating involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise, or communication with another person during such an exercise. Examples include:
2. Copying from another’s paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material;
3. Using a calculator when its use has been disallowed;
4. Collaborating with another student or students during an academic exercise without the consent of the instructor.
5. Use of a cell phone on an exam or quiz. Cell phones/IPODS are NOT allowed to be used during an exam!
6. Cell phones will be placed in the container during all exams and many class periods.
7. Using unauthorized released Multiple Choice AP Exam is not allowed and if these are found, students should tell your instructor. It is illegal for these to be published.
8. Fabrication and Falsification: Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves the deliberate alteration of results to suit one’s needs in an experiment or other academic exercise.

D. Multiple Submissions: This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

1. Misuse of Academic Materials: The misuse of academic materials includes, but is not limited to, the following: If in doubt, site the source using MLA formatting.
2. Stealing or destroying library or reference materials or computer programs;
3. Stealing or destroying another student’s notes or materials, or having such materials in one’s possession without the owner’s permission;
4. Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor;
5. Illegitimate possession, disposition, or use of examinations or answer keys to examinations;
6. Unauthorized alteration, forgery, or falsification;
7. Unauthorized sale or purchase of examinations, papers, or assignments. This includes purchasing released AP Exams from online sources.
8. Complicity in Academic Dishonesty: Complicity involves knowingly contributing to another’s acts of academic dishonesty. Examples include:
9. Knowingly aiding another in any act of academic dishonesty;
10. Allowing another to copy from one’s paper for an assignment or exam;
11. Distributing test questions or information about the materials to be tested before the scheduled exercise; (This includes finding and using released AP Multiple Choice Exams on line)
12. Taking an exam or test for someone else; (this includes logging on for someone else taking an online assessment or completing an on line assignment.)
13. Signing another's name on attendance roster or on an academic exercise.

Students who fail to comply with the academic and ethical standards will be served disciplinary action. At the minimum, a penalty of a zero will be a zero on the assignment, project or exam. Follow-up with possible further intervention by the Principal’s Office or Assistant Principal’s Office may be needed at the instructor’s discretion.

------------------------------------------------------------------------------------------------------------------------------------------

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Sign Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent Signature

There will be a copy of this policy on Mrs. Skipper’s PHS website.