



La Cañada High School

A National Blue Ribbon School

Registration 2019-20

Academic Honesty Policy

I. Prologue

LCHS Academic Honesty Policy has three objectives:

1. to emphasize the importance of honesty and integrity in every area of life.
2. to establish guidelines for the prevention of cheating and plagiarism on our campus.
3. to create a uniform policy that will hold students fully accountable for cheating and plagiarism through progressive discipline and firm consequences.

II. Definition

1. **Cheating:** to knowingly violate rules designed to ensure academic honesty which includes, but is not limited to:
 - a. The copying of another's work during any assessment, classwork or homework.
 - b. The unauthorized use of materials or information whether physically or electronically stored during any assessment, classwork or homework.
 - c. The bringing in or disseminating of an examination, test, or other form of assessment, any unauthorized information materials, and having ready access to them.
 - d. The presence or use of any electronic devices such as cell phones, calculators, and other electronic devices without the teacher's approval during any assessment, classwork or homework.
2. **Plagiarism:** the presentation by a student of materials or work prepared by another person/persons as the student's own work and without assigning appropriate and necessary credit. This includes, but is not limited to:
 - a. Failing to expressly acknowledge the research, writing or other preparation done by someone other than the student claiming authorship as their own
 - b. Presenting as his/her own, or as new and original an idea or product derived from an existing source
 - c. Any unauthorized use of technology for the purpose of cheating

III. Teacher's Discretion

If a teacher finds evidence of cheating (e.g., a "cheat sheet" left on the floor) after an exam but the student is not identified, teacher may nullify the entire section and issue another exam to the entire class or to students as deemed appropriate.

IV. Definition of Violations: The teacher's professional judgment will determine whether Academic Dishonesty has occurred.

To avoid inadvertent dishonesty the following list, which is not intended to be all-inclusive, delineates a variety of methods of cheating. **By signing at the emergency card after reading all registration documents, you are stating that you understand and will abide by what is defined.**

1. **“Violations,” not limited to but may include these examples;**

- Looking at someone else’s paper or computer screen/electronic device during an examination, test, or quiz
- Copying homework (depending on significance of assignment and teachers discretion)
- Letting someone else see one’s own or another’s paper or computer screen/electronic device during an examination, test, or quiz
- Sharing the contents of an assessment with students from another period before they have taken the assessment
- Copying a portion of another person’s written work without citing it

2. **“Severe Violation” not limited to but may include these examples;**

- Premeditated cheating
- Coordinated cheating
- Theft of any assessment
- Plagiarizing papers
- Giving students questions or answers to an assessment who have that specific teacher later in the school day and has not taken that specific assessment yet (or to a student who will take a make-up test at a later time)
- Posting test and/or quiz questions or answers on the internet
- Having a cheat sheet under the test and/or in an area available and/or visible to the student during the test
- Using cell phone or other electronic device during a test (text-messaging of answers, pictures of test etc.)
- Misuse of calculators
- Falsifying school records (e.g., breaking into teacher’s computer to change grades etc.)

3. **Enumeration of the offenses: LCHS will consider all cheating incidents as cumulative.**

V. **Consequences: Consequences for cheating are severe. They are school-wide and cumulative for all the years the student attends La Cañada High School and if severe enough, may be reported to colleges/universities, etc. in the school report. Note: Depending on the type of offense, at the administrator’s discretion, consequences could immediately move to a second offense or third offense status.**

First Offense: Response for this “violation”:

- Assistant Principal logs 1st offense of cheating in discipline file and warns student about cheating policy
- The incident may be **reported to colleges** in the school report at administrator’s discretion.
- Student earns a zero on the assignment.
- Student earns a U in citizenship.

Second Offense: Response for this “violation”:

- Assistant Principal logs 2nd offense of cheating in discipline file.
- Assistant Principal will notify all other teachers that the student has for the semester of the infraction.
- Student earns a zero on the assignment.
- Student earns a U in citizenship.
- Student is assigned a Saturday School. Student may be **suspended up to 2 days**. Suspension and cause may be **reported to colleges** in the school report at administrator’s discretion.
- Parents are notified and a conference is set up with teacher and Assistant Principal.
- Student will be disqualified from participating in any extra-curricular and/or Co-curricular

activities for a 3 week period starting with the time of the infraction.

Third Offense Or First Severe Offense: Response for this “violation”:

- Assistant Principal logs 3rd offense or first severe violation of cheating in the discipline file.
- Assistant Principal will notify all other teachers that the student has for the semester of the infraction.
- For the student’s third offense or first severe violation, a teacher recommendation will be made to the administration for an F in the class for the semester.
- A recommendation may be made for the student to be dropped from an Honors or AP for one “severe violation” or for a third “violation” from the specific course he/she cheated in.
- Student earns a U in citizenship.
- Student may be **suspended for 3-5-days**. Suspension and cause may be **reported to colleges** in the school report.
- Student will be disqualified from participating in any extra-curricular and/or Co-curricular activities for a 6 week period starting with the time of the infraction.