GLENDORA HIGH SCHOOL
ACADEMIC HONESTY POLICY 2019-2020

Cheating and Plagiarism Definitions and Guidelines

1. Students will be considered to be cheating if involved in the following in class:
   - Cheat sheets, open books, notes, or materials during a test without explicit teacher approval
   - Violating test conditions
   - Using cell phones, iPods, or other electronic devices
   - Other forms of observed cheating

2. Copying the essays, tests, exams or any written assignment of other students, from our school or any other school, and presenting it as your own work is never allowed. Students who allow others to copy their work are also cheating.

3. Copying or downloading printed materials from the Internet, computerized databases and encyclopedias, or other software sources without correctly citing sources and then turning it in as your own work, even if you change a few words, is never permitted.

4. Copying from books, magazines, or other printed materials without correctly citing sources and turning it in as your own work, even if you change a few words, is never permitted.

5. Receiving help with your writing from tutors, friends, or family members is permitted and encouraged. However, while they may suggest improvements, helpers must not write or dictate the direct wording for your writing.

6. Use of computerized dictionaries, translators, computers, and other electronic devices are permitted for at-home assignments as long as the electronic device does not write sentences or paragraphs for you. Spell check or grammar check permitted.

Consequences: The Academic Honesty Policy will accumulate throughout all four years of high school. Any infraction will result in forfeit of Valedictorian status and Senior Awards.

1st Infraction – The teacher will send a copy of the discipline referral to the appropriate school administrator, who will maintain a record of the violation and will determine the appropriate school punishment to be administered (detention, Saturday school, school service, suspension). The teacher will counsel the student and record a grade of zero for the work in question. As part of the disciplinary procedures, the parent shall be notified by the administration of the violation in writing with a discipline referral and notice. Membership in the National Honor Society will be forever forfeited. Membership in CSF will be forfeited for the grading semester in which the offense occurred. An annual hearing panel will be established for an appeal in cases where a student/parent feels that the student behavior did not violate the Academic Honesty Policy.

2nd Infraction - The teacher will send a copy of the discipline referral to the appropriate school administrator, who will maintain a record of the violation and will determine the appropriate school punishment to be administered (detention, Saturday school, school service, suspension). The student will receive a grade of zero for the work in question, and the semester grade will be lowered by one letter grade. As part of the disciplinary procedures, the parent shall be notified by the administration of the violation in writing with a discipline referral and notice. The student and parents/guardians should be present at the disciplinary meeting with the Principal or Principal Designee. The Principal or Principal Designee shall maintain a record of the violation with a copy of the referral and the notice. The student will also be suspended from participating in all extra-curricular activities (i.e. dances, sports) for a period of two weeks.

3rd Infraction – The teacher will send a copy of the discipline referral to the appropriate school administrator, who will maintain a record of the violation and will determine the appropriate school punishment to be administered (detention, Saturday school, school service, suspension). The student will...
receive a grade of zero for the work in question, and the semester grade will be lowered by one letter grade. As part of the disciplinary procedures, the parent shall be notified by the administration of the violation in writing with a discipline referral and notice. The student and parents/guardians should be present at the disciplinary meeting with the Principal or Principal Designee. The student will be suspended from participating in all extra-curricular activities (i.e. dances, sports) for a period of one month.

4th Infraction – The teacher will send a copy of the discipline referral to the appropriate school administrator, who will maintain a record of the violation and will determine the appropriate school punishment to be administered (detention, Saturday school, school service, suspension). The student will receive a grade of zero for the work in question, and the semester grade will be lowered by one letter grade. As part of the disciplinary procedures, the parent shall be notified by the administration of the violation in writing with a discipline referral and notice. The student and parents/guardians should be present at the suspension meeting with the Principal or Principal Designee. The student will be suspended from participating in all extra-curricular activities (i.e. dances, sports) for the remainder of the semester plus two months.