

## **Academic Honesty 2018**

Our school follows the Lucia Mar Unified School District's Board Policy in dealing with those students who are involved in cheating on tests or class assignments (cheating includes plagiarism from electronic sources). The following procedures will be followed and cumulatively apply to all of a student's courses each year and throughout their enrollment in grades 9-12, in any high school in the Lucia Mar Unified School District:

### **First Offense**

1. Teacher will notify Parents, Counselor, Administrator, and Principal. This infraction will be documented and student will submit a letter of reflection to the teacher.
2. Student will do the test/assignment again without cheating or plagiarizing. The student will earn no credit on the test/assignment.

### **Second Offense**

1. Teacher will notify Parents, Counselor, Administration, and Principal. This infraction will be documented.
2. Referral to an Administrator for disciplinary action of in-house suspension or Saturday School, and conference with student and parent.
3. Student will do the test/assignment again without cheating or plagiarizing. The student will earn no credit on the test/assignment.
4. Semester grade may be lowered by one letter grade (if second offense is in the same course as first offense).
5. Removal from activities for remainder of semester.
6. Student will lose eligibility for Salutatorian/Valedictorian.

### **Third Offense**

1. Teacher will notify Parents, Counselor, Administrator, and Principal. This infraction will be documented.
2. Referral to an Administrator for disciplinary action of in-house suspension or Saturday School, and conference with student and parent.
3. Student will do the test/assignment again without cheating or plagiarizing. The student will earn no credit on the test/assignment.
4. Student will receive an "F" in the class in which they were caught cheating (if third offense is in the same course as the first and second offense).
5. Removal from activities for remainder of the academic year.
6. Loss of eligibility for local scholarships/grants