

Cheating and Plagiarism Procedures

Alhambra High School

2017-2018

Alhambra High School takes pride in maintaining a tradition of high academic standards. In order to uphold this tradition, students must conduct themselves with honor and to utilize ethical means in achieving academic success. Cheating is not condoned or tolerated. Academic misconduct is the act of stealing ideas, thoughts and words. Any act that violates the spirit of authorship or gives undue advantage is a violation. Students are expected to understand the ethical standards of AHS, hold the highest standard of integrity for their own work, and avoid academic dishonesty in all forms. Ignorance of ethical rules is no excuse for cheating. Although no list can be entirely comprehensive, the following categories and examples may serve as a reference.

Category I Offenses:

- Copying homework
- Using cheat notes/sheets
- Communicating during a test (ie: roving eyes, talking, passing notes)
- Any other clear observance of cheating during an examination
- Plagiarizing
- Use of electronic devices and social media sites to cheat, including copying from the internet

Disciplinary Action Taken for First Offense:

- Assignment of "F" or "O" on the assignment as directed in the teacher's classroom rules
- Notification to home by phone followed by a letter from the teacher
- Notification of offense to Student Services with a copy of the above letter and a referral
- Reduction of citizenship grade to an "N" or "U" for the grading period
- Documentation of violation in student discipline log

Disciplinary Action for Second Offense:

- All of the consequences for first offense in addition to:
- Notification letter mailed home
- In-school intervention
- Referral to the Assistant Principal
- Meeting of Assistant Principal with parents

Disciplinary Action Taken for Third Offense:

- All of the consequences for the first and second offenses in addition to:
- Meeting of Assistant Principal, student's counselor and/or teacher with parents
- Behavior contract

Note:

If many students are involved or the seriousness of the offense warrants an investigation, send a referral to Student Services for each student involved with concrete evidence and details of the incident.

Following the outcome of an investigation the following may occur:

- All of the consequences of Step I as deemed necessary by the teacher
- Restriction from participation in extra and/or co-curricular activities
- Exclusion from the reception of scholarships, awards, and/or letters of recommendation
- Recommendation for alternate placement/in-school intervention

Category II Offenses:

- Stealing exams
- Selling exams
- Forging transcripts/report cards
- Altering grades in the teacher's records
- Receiving stolen exams
- Taking an examination for someone else
- Having/hiring others to take exams for him/her and/or do term projects/papers for him/her
- Turning in someone else's work as one's own
- Using bribery/blackmail/threats/intimidation in pursuit of a better grade

Disciplinary Action for First Offense:

- All of the consequences for the first and second Category I offenses
- Conduction of an investigation
- Dropping of student in the class with a "F"

Disciplinary Action for Second Offense:

- All of the consequences for the first Category II offense
- Meeting of Assistant Principal, student's counselor and/or teacher with parents
- Gateway to Success Referral