

MIRA COSTA HIGH SCHOOL ETHICS POLICY OVERVIEW

To create a fair and positive learning environment, the Mira Costa Administration and Faculty require that students act with honesty at all times in their academic endeavors. To this end, the following policy has been established by a faculty committee to promote academic integrity and to establish consequences in cases of unethical behavior.

The development of academic integrity in the students of Mira Costa High School is a significant priority for teachers and faculty. This document encourages students and parents to become partners in this goal as students explore ideas and achieve success as a result of their own efforts. The Manhattan Beach Unified School District expects students to take their responsibilities as ethical learners seriously.

Cheating includes, but is not limited to, plagiarizing, copying another student's work, using notes, electronics, or other means of assistance on an assignment or test, passing answers or information to other students about an assignment or test, altering a teacher's grade book/records, and taking a copy of a test to use it for personal advantage or for distribution to other students. Please note that teachers utilize software (such as turnitin.com), internet search engines, and references to other materials (including Spark Notes) to ascertain the authenticity of student work.

HOW THE POLICY WORKS

The Mira Costa Ethics Policy operates on a cumulative point basis over a student's four-year tenure at the school.

Points for subsequent offenses are added to existing demerits.

On subsequent offenses, students receive the consequences for the total number of points they have accumulated at that time. (For example, after a four point offense, a student would receive the consequences for eight points if he or she had previously accumulated four points.)

Discipline under this policy is progressive and consequences increase after repeated offenses.

HOW THE POLICY IS IMPLEMENTED

Once the teacher determines that a student has violated the Ethics Policy:

A teacher-student conference takes place to discuss the circumstances of the violation.

The teacher then fills out a referral form to the vice-principal detailing the offense.

The vice-principal meets with the student, contacts the parent, and implements discipline under the policy.

THE MODERN LANGUAGE ASSOCIATION (MLA) Definition of Plagiarism

The MLA Handbook defines plagiarism as the use of another person's ideas or expressions in your writing without giving proper credit to the source. The word comes from the Latin word *plagiarius* ("kidnapper"), and Alexander Lindey defines it as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (*Plagiarism and Originality* [New York: Harper, 1952] 2).

"In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else" (Gibaldi 21-25). This can include paraphrasing, copying someone else's writing word for word, or using ideas that aren't your own without proper citation.

Gibaldi, Joseph and Walter S. Achtert, *MLA Handbook for Writers of Research Papers* (3rd ed. New York: The Modern Language Association of America, 1988), pp. 21-25. <<http://hnn.us/articles/514.html>>

It is not possible to enumerate every type of plagiarism; we expect students to diligently avoid taking credit for another person's work. To that end, we provide some examples of plagiarism below. This list is not exhaustive and constitutes a guideline for students. We expect parents to support our efforts to encourage students to generate and express original ideas.

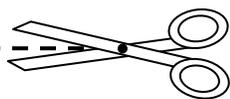
- Copying another student's paper
- Using direct language from a source (printed or electronic) without placing those words in quotation marks AND without using a citation..
- Using ideas from a source (printed or electronic) without using a citation.
- Including paraphrased or summarized material without using a citation.
- Failing to cite a fact that is not common knowledge
- Downloading a paper from the Internet or from a paper mill.

IF IN DOUBT, CITE

For a similar list see: Plagiarism Policy Hoover High School English Dept., www.hhs.helena.k12.mt.us/summerreading/images/PlagiarismPolicy.pdf

MIRA COSTA HIGH SCHOOL ETHICS POLICY

| POINTS/ DEMERITS | ETHICS OFFENSE | CONSEQUENCE(S) |
|---------------------|--|---|
| 2 | <ul style="list-style-type: none"> ➤ Copying HW ➤ Allowing someone else to copy your homework ➤ Cheating on Quiz ➤ Giving/receiving information about quiz | <ul style="list-style-type: none"> ➤ 0 on assignment ➤ U in citizenship for that grading period ➤ 1 hour detention |
| 4 | <ul style="list-style-type: none"> ➤ Cheating on a major assignment (as determined by teacher in writing) ➤ Cheating on an Exam ➤ Giving/Receiving information about an exam ➤ Plagiarism | <ul style="list-style-type: none"> ➤ 0 on assignment ➤ U in citizenship for that grading period ➤ Study Zone |
| 6a | <ul style="list-style-type: none"> ➤ Stealing a test or assessment ➤ Reproducing/Altering or taking a picture of a test or assessment ➤ Altering a teacher's grade book or other records | <ul style="list-style-type: none"> ➤ Transfer to different course for rest of semester ➤ No credit in offending course that semester ➤ 4 day suspension ➤ Possible recommendation for expulsion ➤ Possible referral to law enforcement |
| 6b | <ul style="list-style-type: none"> ➤ Three 2 point offenses ➤ Any combination of a 2 and 4 point offense | <ul style="list-style-type: none"> ➤ 0 on assignment ➤ U in citizenship for that grading period ➤ 2 day suspension |
| 8 | <ul style="list-style-type: none"> ➤ Any cumulative series of points 2 through 6b above totaling 8 points. | <ul style="list-style-type: none"> ➤ 0 on assignment ➤ U in citizenship for that grading period ➤ 5 day suspension ➤ 1 Study Zone ➤ Transfer to different course for rest of semester ➤ No credit in offending course that semester |
| 10 | <ul style="list-style-type: none"> ➤ Any cumulative series of points 2 through 6b above totaling 10 points. | <ul style="list-style-type: none"> ➤ 0 on assignment ➤ U in citizenship for that grading period ➤ 5 day suspension ➤ 2 Study Zones ➤ Transfer to different course for rest of semester ➤ No credit in offending course that semester |
| 12 | <ul style="list-style-type: none"> ➤ Any cumulative series of points 2 through 6b above totaling 12 points. | <ul style="list-style-type: none"> ➤ 0 on assignment ➤ U in citizenship for that grading period ➤ 5 day suspension ➤ 4 Study Zones ➤ Transfer to different course for rest of semester ➤ No credit in offending course that semester ➤ Possible recommendation for expulsion |



I have read and understand the Mira Costa Ethics Policy including the consequences attached to violations of the policy.

Student Signature _____

Parent Signature _____

Date _____

Printed Name of Student _____

Printed Name of Parent _____

Grade Level of Student _____