



Agoura High School

A California Distinguished School and IB World School

Academic Honesty and Plagiarism Awareness Contract

As defined by the Las Virgenes Unified School District Board Policy, Academic Dishonesty includes, but is not limited to:

I. Cheating

- A. Copying from others and presenting the work as your own.
- B. Use of notes, “cheat sheets” (written, electronic, or any record containing answers, formulas, information, or notes of any kind) or other information in a programmable calculator or other electronic device [e.g., cell phone, mp3, iPod, etc.] without EXPLICIT teacher review and permission.
- C. Having or using a communication device, such as a cell phone, pager, PDA, or electronic translator to send or obtain unauthorized information.
- D. Doing assigned work or taking an exam for another student, or permitting someone else to take an exam or do assigned work for you.
- E. Asking another [e.g., student, parent, teacher, tutor, etc.] to give you improper assistance, including offering money or other benefits.
- F. Asking for or accepting money or any other benefit in return for giving improper assistance.
- G. Providing or receiving information about all or part of an exam, including questions and/or answer (e.g. telling someone in a subsequent period what was on your exam, or being told this information).
- H. Altering a graded exam and resubmitting it for a better grade without teacher authorization.
- I. Gaining or providing unauthorized access to examination materials, including teacher materials.
- J. Giving or getting improper assistance on an assignment meant to be individual work.

II. Plagiarism

- A. Plagiarism is defined as “to steal and pass off (the ideas or words of another) as one’s own; use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source.” (*Webster’s Ninth New Collegiate Dictionary*)
- B. Including in any assignment turned in for credit and any materials not based on your own research and writing. This includes, but is not limited to:
 - i. Using the services of any third party term paper assistance, including, but not limited to, internet sites.
 - ii. Copying part or all of another person’s paper and submitting it as your own for an assignment.
 - iii. Working with others on an assignment without permission and representing the work as if it was completed independently.
 - iv. Submitting the same academic work for credit in more than one course without consulting all teachers involved.

- v. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes, and/or a bibliography [works cited].
- vi. Falsifying data.
- vii. Citing nonexistent sources (articles, books, etc.)

III. Other

- A. Tampering with any official district records (attendance, grades, discipline) of any kind (electronic or otherwise), computer records, or misrepresenting/misreporting scores.
- B. Failing to promptly stop work on an exam when the time allocated has elapsed.
- C. Forging a signature and/or knowingly furnishing false information to a faculty member.
- D. Hoarding or damaging library materials with the intent of hampering access to others.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

Academic Honesty -- High School – Grades 9-12

Academic Honesty Violation – Level 1

- Plagiarizing
- Copying of daily homework
- Copying of daily classroom assignments

I. First Infraction

- A. The teacher will conference with the student and record a grade of Fail (F) for that assignment.
- B. Within five (5) school days, the teacher will notify the parent and send a referral to the appropriate administrator and counselor noting the infraction.
- C. The record of the referral remains in effect for the remainder of high school.

II. Second Infraction

- A. The teacher will conference with the student and record an grade of Fail (F) for that assignment.
- B. Within five (5) school days, the teacher will notify the parent and send a referral to the appropriate administrator and counselor noting the infraction.
- C. The student will be placed on contract, with the understanding that a second infraction in the same or any other class will result in the student's removal from the course in which the second infraction occurred. The contract will remain in effect for two (2) years from the date of the infraction.

III. Third Infraction in Same or Any Other Class

- A. The teacher will send a referral to the appropriate administrator and counselor noting the infraction.
- B. Within five (5) school days, the parent will be notified and the student will be drop/failed from the course with a grade of Fail (F) for the semester.
- C. The student will be placed on Academic Honesty Probation for the remainder of high school.

Academic Honesty Violation – Level 2

- Cheating on classroom tests, quizzes, major projects
- Fabrication/Falsification
- Theft or alteration of materials or equipment
- Plagiarism
- Forgery
- Unauthorized collaboration
- Long term homework assignments

I. First Infraction

- A. The teacher will conference with the student and record a grade of Fail (F) for that assignment.
- B. The teacher will send a referral to the appropriate administrator and counselor noting the infraction.
- C. Within five (5) school days, the teacher will notify the parent and send a referral to the appropriate administrator and counselor noting the infraction.
- D. The student will be placed on contract, with the understanding that a second infraction in the same or any other class will result in the student's removal from the course in which the second infraction occurred. The contract will remain in effect for two (2) years from the date of the infraction.

II. Second Infraction in Same or Any Other Class

- A. The teacher will send a referral to the appropriate administrator and counselor noting the infraction.
- B. Within five (5) school days, the teacher will notify the parent. A parent conference will be scheduled with the Assistance Principal and teacher
- C. The student will be drop/failed from the course with a grade of Fail (F) for the semester.

Note: At all levels, if a student is enrolled in a special education program, the appropriate case manager must be informed before any changes can be made in the student's program. Violations of the Academic Honesty Policy may result in transfer, suspension, and/or expulsion.

Appeal of Decision

If a parent/guardian does not agree with the teacher and/or administrator's decision after the student and parent have conferred with the teacher and administrator, the parent/guardian will contact the principal in writing to initiate an Appeal.



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Agoura High School Students will abide by the Las Virgenes Unified School District Board Policy on Academic Honesty.

Please sign and return this page to the teacher. Keep the original contract for you records.

I/We have read the Las Virgenes Unified School District Board Policy on Academic Honesty, understand the ethical concepts of plagiarism, and agree to abide by the policy of Agoura High School and Las Virgenes Unified School District.

Print student name: _____ Pd:____ Teacher: _____

Student signature: _____ Date: _____

Parent/guardian name: _____

Parent/guardian signature: _____ Date: _____