

AGOURA HIGH SCHOOL

Academic Honesty and Plagiarism Awareness Contract

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

1. Cheating

- a. Copying from others and presenting the work as your own.
- b. Having or using notes, using a "cheat sheet" (a piece of paper with answers, formulas, information, or notes of any kind) or other information in a programmable calculator or other electronic device 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. Taking an exam for another student, or permitting someone else to take a test for you.
- e. Asking another 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 another improper assistance.
- g. Providing or receiving information about all or part of an exam, including answers (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.
- i. Gaining or providing unauthorized access to examination materials.
- j. Forging a signature.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

2. Plagiarism

- a. Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask.)
- b. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
 - (1) Using the services of a commercial term paper company.
 - (2) Using the services of another student.
 - (3) Copying part or all of another person's paper and submitting it as your own for an assignment.
- c. Acting as a provider of paper(s) for a student or students.
- d. Submitting substantial portions of the same academic work for credit in more than one course without consulting all teachers involved.
- e. Failing to use quotation marks where appropriate and/or failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
- f. Making up data for an experiment ("fudging data").
- g. Citing nonexistent sources (articles, books, etc.).

3. Other

- a. Misrepresenting your accomplishments, such as by tampering with computer records or misrepresenting/misreporting scores.
- b. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam, paper or assignment.
- c. Failing to promptly stop work on an exam when the time allocated has elapsed.
- d. Forging a signature.
- e. Hoarding or damaging library materials with the intent of hampering access by others.

Preventive Measures

Academic honesty requires a clear statement of the District policy by the teacher, student/parent awareness of the policy, student compliance with the regulations, and consistent enforcement of the policy by school staff. The best way to deal with dishonesty is to prevent it before it happens. To this end, within the first week of each class, teachers and students will discuss expectations and the importance of doing honest work. Students, parents, and faculty need to understand that they must support each other in order to maintain an atmosphere of honesty.

- (1) Students will be informed of the academic honesty regulations, including the definition of, as well as the consequences of dishonesty.
- (2) Effective classroom procedures to support academic honesty will be consistently implemented by teachers.
- (3) Uniform administrative regulations to support honest work will be in place.

Academic Honesty/Secondary

The following preventive measures have been developed to support and to provide for consistent implementation of the academic honesty policy:

1. An academic honesty discussion will take place during the first week of each middle and high school class.
 - a. Beginning with sixth grade, teachers will present their policies about cheating in a letter that is given to parents and students, in which the consequences of cheating are made clear. A parent and student signature acknowledging receipt will be required by teachers.
 - b. Academic honesty information will be presented in class discussions at an appropriate maturity level for the students involved. Teachers will define cheating and state consequences of cheating. Teachers will discuss with students:
 - (1) How to handle peer pressure in regard to cheating.
 - (2) What constitutes plagiarism and how to avoid it.
 - (3) How "sharing" work can be as unacceptable as copying work, except in an approved cooperative learning activity.

Consequences

In order for consequences to be enforced for violations of academic honesty, the teacher and/or observer must document his/her observation or supply evidence that dishonesty has occurred.

These regulations do not prevent school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue. 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.

Academic Honesty / High School - Grades 9-12

Academic Honesty Violation - Level 1

1. Plagiarism
2. Copying of daily homework
3. Copying of daily classroom assignments
4. Other acts not specified above - as determined by teacher/administrator

1. First Infraction

- a. The teacher will conference with the student and record a grade of Fail 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.

2. Second Infraction (either the same or a different violation, in the same or any other class)

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

3. Third Infraction (either the same or a different violation, in the 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 for the semester.
- c. The student will be placed on an Academic Honesty Contract 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
- Other acts not specified above - as determined by teacher/administrator

1. First Infraction

- a. The teacher will conference with the student and record a grade of Fail 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.

2. Second Infraction (either the same or a different violation, in the 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 Assistant Principal and teacher.
- c. The student will be drop/failed from the course with a grade of Fail for the semester.

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 following appeal procedure will be implemented:

1. The appeal is to be made in writing to the principal. All relevant information is to be included.
2. The written appeal will be submitted to the site academic honesty committee.
 - a. Secondary - a teacher, site administrator, counselor, student and parent. The committee's recommendation will be submitted to the principal, whose decision will be final.
 - b. The appealing parent/guardian or student may request elimination of the parent committee member and/or student representative on the grounds of confidentiality.

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: _____ Period: _____ Teacher: _____.

Student signature: _____ Date: _____

Parent/guardian name: _____

Parent/guardian signature: _____ Date: _____