

Glendale Unified School District

Academic Honesty Policy Contract

Glendale Unified School District values honesty and academic integrity; therefore, we pledge to help students understand these values and their importance. When cheating does occur, we will follow a progressive discipline system.

Cheating includes but is not limited to (adapted from *The School for Ethical Education-Integrity Works!*-www.ethicsed.org):

- Unpermitted collaboration on assigned work, or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports, and homework
- Using unauthorized materials (electronically on calculators or cell phones or crib notes) to complete an examination or assignment
- Plagiarism, presenting another person's work as one's own without assigning proper credit
- Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval
- Copying from others during a test, examinations, quiz or homework
- Unauthorized exchange of information during a test or while others are taking a test
- Copying parts of an exam and giving it to other students who have to take the test
- Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals, or other assignments
- Changing, altering, or being an accessory to changing or altering a grade on a test, assignment, or project
- Violating any other specific procedures specified by the teacher

Academic honesty starts with a conversation between the student and teacher. If cheating occurred, there is a discussion with the teacher and the student regardless if it is on a homework assignment, classwork, an essay, quiz, test, final, project or on an electronic device. The student is sent to the office to be counseled and the incident documented using the following progressive discipline actions:

1st Offense:

- Office referral
- Parent contacted by teacher
- Zero on the assignment
- "U" in Citizenship (semester of the incident)
- ATS/Must attend Character and Ethics Class and administrator should contact the parent
- Will be excluded from academic honor societies, including California Junior Scholastic Federation (CJSF), National Honor Society (NHS) and/or California Scholarship Federation (CSF), and/or school based scholarship opportunities
- Contract signed (summarizing the incident and stating consequences of next offense)

2nd Offense:

- Office referral
- Parent contacted by teacher
- Zero on assignment
- "U" in Citizenship (semester of the incident)
- In-school Suspension (1-2 days)
- Conference held between parent, counselor, student and administrator
- Contract signed (summarizing the incident and stating consequences of next offense)

3rd Offense + any additional offenses:

- Office referral
- Parent contact
- Zero on the assignment
- “U” in Citizenship (semester of the incident)
- Official Suspension off campus (1 - 5 days)
 - Making up missed school work while on a suspension is at the discretion of the teacher
- Conference between parent, counselor, student and administrator
 - Student may be suspended or excluded from school activities such as extracurricular activities (sports, band, cheerleading, drama, robotics etc.) and/or Advanced Placement (AP) courses for up to a semester/year, if the time commitment is determined to be a contributing factor to the academic dishonesty
- Contract signed (summarizing the incident and stating consequences of next offense)
- May be reported by the counselor on the College Common Application form and letters of recommendation

Student cheating consequences are cumulative and remain on the student's record throughout their high school years. However, as a student matures and/or learns from their mistakes and can show an understanding of academic integrity by maintaining two full years incident free (from date of incident), any further progressive discipline consequences may be adjusted. The administrative team will evaluate each student on a case-by-case basis to determine appropriate next steps.

Date _____ & Summary of this incident:

I have read and understood Glendale Unified School District’s Academic Honesty Policy. This is my _____ cheating incident. I understand that any additional cheating offenses will be cumulative for the next two calendar years regardless of the school year and/or any class(es) in which offenses occur.

Student Name and Signature ID# _____ Gr: ____ Date: _____

Parent Name and Signature Date: _____

Parent contacted by/met with _____ Title: _____