

WEST HIGH SCHOOL – Guidelines for Academic Honesty

West High School expects every student to perform all academic work with honesty and integrity. Assignments must be the result of his/her own work and uphold truthfulness in all aspects. Dishonesty or cheating in any form will not be tolerated.

General Information:

- All infractions are taken seriously, regardless of point value or perceived importance of the work.
- Each student has only one first incident throughout high school, regardless of class, grade, semester, incidence, or consequence.
- The order of items on this document does not indicate level of importance or intended sequence.

Dishonesty and cheating include but are not limited to:

- Copying any in-class or homework assignment from another student or providing opportunity for another student to copy, regardless of intent.
- Any degree or type of plagiarism of printed or electronic sources; taking credit for someone else's words or ideas from a book, magazine, journal, newspaper, internet, film, etc. or other student; not properly referencing appropriate sources
- Resubmitting some or all of an assignment done for the current or another class as if it is new work
- Using prohibited notes on a test
- Sharing or being in possession of test/quiz questions or answers or other unauthorized information
- Use of electronic devices when not permitted
- Altering scores, answers, or school records

Upon first offense, all of the following consequences will be implemented:

- A failing or zero grade on the entire assignment
- Notification of teachers, advisers, and performance group instructors/leaders
- Notification of parent by teacher
- Progress report for a "U" in citizenship
- Referral placed in student's disciplinary file
- Warning given by dean or administrator regarding a repeated cheating offense

Other consequence options include:

- Transfer out of honors/AP to a regular class
- Possible impact on scholarship consideration
- Saturday School Detention
- A requirement that the work be repeated

Upon second or any subsequent cheating incident, additional consequences will include:

- A failing semester grade with subsequent offense in same class
- A U in citizenship with subsequent offense in same class
- Definite impact on scholarship consideration
- Referral placed in student's disciplinary file
- Saturday School Detention(s)

Other consequence options include:

- Conference with administration, dean, teachers, counselor, coaches, sponsors, parent and student.
- Suspension
- Removal from extra-curricular activities
- Removal from the class