

HAWTHORNE HIGH SCHOOL

2004 / 2005

PLAGIARISM POLICY

Hawthorne High School's Expected School wide Learning Results (ESLR's) clearly state that students will be responsible citizens who respect the rights of others. Any form of academic dishonesty such as plagiarism or cheating defrauds the integrity of the academic program and its instructors, violates the rights of others, and is therefore subject to disciplinary action.

Plagiarism is a serious legal and academic offense. It includes:

- Taking someone else's ideas, language, or research and submitting it as original work
- Submitting papers or portions of papers from the Internet or any other source
- Copying or duplicating any portion of another's test or homework and turning it in as their own.
- Violating software or printing copyright laws or altering source information
- Using any form of notes or electronic device without the permission of the instructor
- Giving or receiving answers to questions which are used to satisfy grade requirements
- Acting in the place of another student

CONSEQUENCES

When an instructor or administrator has evidence of academic dishonesty, the school will take action. The Counselor and Administration will be notified about the dishonesty and appropriate consequence will be discussed and applied.

- For the first infraction of academic dishonesty, the student will face disciplinary measures that may include, but are not limited to receiving no credit for the assignment, or project, and failing the class. Parents will be contacted and the student will receive a "U" in citizenship. A report that the student is guilty of **Academic Fraud** will be placed in his cumulative record and into his discipline file. Depending on the seriousness of the infraction, a first offense may result in more severe consequences as determined by the administrator.
- On a second infraction in any class, a student will be subject to failing and being removed from the class, and at the administration's discretion, suspension and/or expulsion. Parents will be asked to attend a conference and the student will receive a "U" in citizenship. In addition, the administration may decide that it is appropriate for the student to be released from any academic program, including the Advanced Placement program, Academies, CSF and other extra curricular activities including our sports program. A student's plagiarism or cheating offenses may affect college, employment, or military recommendations.

STUDENT APPEALS

In the event a student believes that he or she has been wrongfully charged and/or penalized, the student may appeal to a Student Appeals Committee. The Committee shall be comprised of an administrator, a counselor, the department chairperson, two teachers, and two students. Such an appeal must be requested in writing within 15 days of consequence notification.

Student

Parent

Counselor

Administration