

Section: JICA

ACADEMIC HONOR CODE

Saugus High School's Academic Honor Code defines academic violations and prescribes consequences. Academic violations are usually categorized as cheating or plagiarism. Other offenses, however, may be classified as academic violations. Academic violations may also carry additional disciplinary consequences (see Rules of Student Conduct in this handbook).

Cheating * embraces any action where in a person defrauds, deceives, or violates regulations unfairly. (* Random House Dictionary)

Cheating consists of any schoolwork a student submits for evaluation that is not done by him/her. Cheating is an act of dishonesty and deceit.

Cheating includes, but is not limited to, the following:

- Copying homework
- Use of online translators
- Use of cell phones in class
- Cheating on quizzes/tests
- The use of talking, signs, or gestures during a quiz/test
- Copying from another student or allowing the copying of any assignment
- Passing test or quiz information to others in another class period with the same teacher or course
- Submitting a pre-written writing assignment at times when such assignments are supposed to be written in class
- Unauthorized use of study aids, notes, books, data, or other information
- Sabotaging the projects or experiments of other students
- Lying or failing to give complete information to a teacher for purpose of gaining academic advantage
- Feigning illness to gain extra preparation time for tests, quizzes, or other assignments

Plagiarism (a form of cheating)

Plagiarism * is the act of stealing the language, ideas or thoughts of another and representing them as your own original work (*Random House Dictionary)

The consequence for plagiarism will be loss of credit for the project/assignment. A repeat of this action would result in a failure grade for the entire course.

Plagiarism consists of the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Plagiarism includes, but is not limited to, the following:

- submitting an assignment in whole or in part that has been copied from a published source or downloaded from computer software or the Internet
- borrowing the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgment
- having a parent or another person write an essay or do a project that is then submitted as one's own work
- failing to use proper documentation and/or bibliography

Consequences

First Offense:

- The student receives no credit for the work involved.
- Receive a one-day in school suspension
- The student will jeopardize eligibility for any leadership positions.
- Forfeit Eligibility for Honor Roll
- The teacher will:

1. Call the parent.

2. File a report with the student's assistant principal. The incident will become part of the student's disciplinary record kept by the vice principal.

3. Remind the student of the consequences of another offense.

Second Offense:

The student receives no credit for the work involved, ten points will be deducted from the term grade in that course, and forfeit any leadership positions along with removal from National Honor Society, be ineligible for Honor Roll

Receive one day out of school suspension

The teacher will:

1. Call the parent.
2. File a report with the student's guidance counselor and assistant principal. The incident will become part of the student's disciplinary record kept by the assistant principal.
3. Remind the student of the consequences of a third offense.

Third Offense

The student receives an "F" for the term grade in that course.

Three day out of school suspension.

Loss eligibility for any future leadership positions along with National Honor Society, ineligible for Honor Roll, or any academic awards and academic scholarships.

The teacher will:

1. Call the parent.
2. File a report with a guidance counselor and assistant principal. The incident will become part of the student's disciplinary record kept by the assistant principal.

In all cases involving academic integrity, the administrator will hold a conference with the parent, student and staff member so that all facts are clear and consequences are known.

You may appeal second and third offense consequences to an administrator-selected committee of teachers/counselors. An incident in one class may affect your record in another class. Cumulative first offenses in a variety of classes, however, are disruptive of the educational process and may result in further disciplinary action