

Cheating and Plagiarism Procedures

Alhambra High School

Alhambra High School takes pride in maintaining a tradition of high academic standards. In order to uphold this tradition, students must conduct themselves with honor and to utilize ethical means in achieving academic success. Cheating is not condoned or tolerated. Academic misconduct is the act of stealing ideas, thoughts and words. Any act that violates the spirit of authorship or gives undue advantage is a violation. Students are expected to understand the ethical standards of AHS, hold the highest standard of integrity for their own work, and avoid academic dishonesty in all forms. Ignorance of ethical rules is no excuse for cheating. Although no list can be entirely comprehensive, the following examples may serve as a reference.

Incident Types	First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> ● Copying homework ● Using cheat notes/sheets ● Communicating during a test (ie: roving eyes, talking, passing notes) ● Plagiarizing ● Use of electronic devices and social media sites to cheat, including copying from the internet ● Stealing exams ● Selling exams ● Forging transcripts/report cards ● Altering grades in the teacher's records ● Receiving stolen exams ● Taking an examination for someone else ● Having/hiring others to take exams and/or do term projects/papers for him/her ● Turning in someone else's work as one's own ● Using bribery/blackmail/threats/intimidation in pursuit of better grade 	<ul style="list-style-type: none"> ● Assignment of "F" or "0" on the assignment as directed in the teacher's classroom rules ● AND notification to home by phone, from the teacher ● Email Student/Employee Welfare Office with student(s) name, ID#, & brief summary of plagiarism/cheating incident. 	<p>In addition to the consequence of "<u>First Offense,</u>"</p> <ul style="list-style-type: none"> ● Notification of second offense to Student/Employee Welfare Office with a referral ● Reduction of citizenship grade to an "N" or "U" for the grading period 	<p>In addition to the consequence of "<u>First & Second Offenses,</u>"</p> <ul style="list-style-type: none"> ● Meeting with Assistant Principal, student's counselor, teacher and parents ● Behavioral Contract ● Dropping of student in the class with a "F"

Note: If many students are involved or the seriousness of the offense warrants an investigation, send a referral to Student/Employee Welfare Office for each student involved with concrete evidence and details of the incident.