

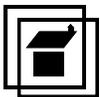
## 5701 PLAGIARISM

### Definition

Academic dishonesty/cheating consists of, but is not limited to:

1. Copying from another student's examination paper or work, including homework
2. Inappropriate/unauthorized use of materials or other resources during an examination or in the completion of assignments and other work
3. Inappropriate/unauthorized collaboration with anyone on examinations or on other assignments and work
4. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an unadministered or restricted examination
5. Substituting for another student or permitting another student to substitute for one's self to take an examination
6. Bribing another person to obtain an examination that is to be administered
7. Securing copies of an examination or answers to an examination in advance
8. Using an unauthorized technology on a graded assignment or an examination
9. Altering one's grades in any manner
10. Any other deliberate act which tends to interfere with the teacher's accurate evaluation of student work, e.g., plagiarism (i.e., appropriating another's work and using as one's own for credit without the required citation and attribution) and collusion (i.e., engaging in fraudulent collaboration with another person in preparing written work for credit)

### Procedures



Any faculty member who has reason to believe that a student committed an act of academic dishonesty on an assignment, an examination, a quiz, etc., shall immediately notify the department supervisor, who will advise the Principal and review the matter with the teacher and the student. (Note: If the alleged act took place in a supervisor's class, then the supervisor will begin the review with the student and follow the procedures herein outlined.) Upon completion of the review, the supervisor will advise the Principal of the findings. If the findings support the allegation that an act of academic dishonesty occurred, then the supervisor and/or teacher will advise the student's parent(s)/guardian(s) and guidance counselor. The counselor will arrange for the required conference, as noted below. The counselor also will advise the Principal of the results of the conference.

## Penalties

The following steps shall be taken where a violation of this policy is determined to have occurred:

1. First Offense
  - a. A zero for the assignment, examination, quiz, etc. will be recorded.
  - b. A conference will be held by the guidance counselor. Any or all of the following may be invited to participate at the conference: the student, the parent(s)/guardian(s), the teacher, the supervisor, and a member of the Special Services Department.
2. Second Offense\*
  - a. Two zeroes for the assignment, examination, quiz, etc. will be recorded.
  - b. A conference will be held by the Principal. Any or all of the following may be invited to participate at the conference: the student, the parent(s)/guardian(s), the teacher, the supervisor, the guidance counselor, and a member of the Special Services Department.
  - c. The student will be removed or barred from holding or being a candidate for any leadership position where character, honesty, or integrity are stated or implied qualifications, including athletic teams and clubs. Additionally, the student will be barred from



being considered for membership in the National Honor Society and will be removed from membership if already a member, pursuant to the procedures outlined in the constitution of the National Honor Society.

3. Third Offense\*
  - a. Automatic failure in the course, with a notation (Fc) of the grade and the offense on the permanent record and transcript, will take place.
  - b. A conference will be held by the Superintendent. Any or all of the following may be invited to participate at the conference: the student, the parent(s)/guardian(s), the teacher, the supervisor, the guidance counselor, the Principal, and a member of the Special Services Department.

#### Appeals Procedure

1. Appeal of the decision resulting from the first conference is made to the Principal.
2. Appeal of the decision of the Principal is made to the Superintendent.
3. Appeal of the decision of the Superintendent is made to the Board of Education via the Secretary of the Board.

\*Note: For purposes of these subparagraphs, infractions are cumulative throughout a student's enrollment at Northern Highlands. For example, if a student has committed one offense in Class A and a second offense in Class B, either during the same or different years, two infractions Will have occurred.

Adopted: 27 November 2000

