**Norco High School, Chemistry**

**Academic Honesty Violation Statement**

The willingness of teachers to document cases of academic dishonesty is crucial to the overall success of the school’s policy on academic honesty. Using this statement to document the incident will help the school to maintain complete and accurate records on incidents of academic dishonesty.

Class Information : Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_ Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Information: Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **Violation** | Discipline Action |
| **LEVEL 1** | *Cheating** Copying from others during an examination
* Communicating or using secretive methods with another student to receive or give answers during an examination.
* Offering another person’s work as one’s own, or knowingly sharing one’s work to be copied by another student
* Sharing answers from take-home examination/assignments unless specifically authorized by the teacher
* Using unauthorized materials, prepared answers, written notes of information concealed in a other material, device or elsewhere during an examination
* Copying from a personal device or another’s written work on assignments in which the student is not expressly permitted to work jointly with others.

*Dishonest Conduct** Allowing another student to copy off of one’s own work during a test
* Making or attempting to make a digital/hand-written copy of answer key posted in class or elsewhere without the permission of the teacher

*Plagiarism* * Using creative production without crediting the source (credit must be given for every direct quotation, for paraphrasing or summarizing a work in whole, or in part, and for information which is not common knowledge)
 | **IN ALL LEVELS OF VIOLATIONS AND NUMBER OF INFRACTIONS,** |
| Automatic zero (failing grade) on the assignment/test/quiz; no make-up work will be offered to compensate for the zero.* Academic Honesty Violation Statement sent home for parent notification.
* Academic Honesty Violation Statement turned into admin for record.
* Student will be dropped from the class with no credit if he or she is a student-aid.
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| 1st infraction | * 30-minute detention
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| 2nd Infraction | * 60-minute detention
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| 3rd Infraction | * Parent, teacher, student meeting
* Referral sent to assistant principal
	+ School disciplinary action
		- ACP
		- Saturday School
 |
| After 3rd infraction | * Automatic level 2 discipline actions
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| **LEVEL 2****LEVEL 3** | *Cheating* * Tampering with an examination after it has been scored, then returning it for additional credit.
* *Dishonest Conduct*
* Submitting a computer program that has been developed by another as your own.
* Posting/publishing any part of a test or full test or assignments via Internet or social media.

*Plagiarism** Buying, cutting and pasting documents from the Internet or other publications (without proper documentation).

*Collusion** Knowing or intentionally helping another student to perform any act of cheating or plagiarism.
 | ANY NUMBER OF INFRACTION, * Parent, teacher, student meeting
* Referral sent to assistant principal.
	+ School disciplinary action.
		- ACP
		- Saturday School

Academic Honesty Committee & Administrator discipline.* + Drop from CSF
	+ Unsatisfactory “U” citizenship
	+ Suspension from extra-curricular activities including sports programs
	+ Suspension from Norco High School
 |
|  | *Cheating** Taking an examination or completing an assignment for another student or having someone take an examination or complete an assignment for oneself.
* Allowing others to do the research and writing of an assigned paper.

*Dishonest Conduct** Stealing or attempting to steal an examination, tests, quizzes or answer key from the teacher.
* Changing or attempting to change official academic records.
 | ANY NUMBER OF INFRACTION,* Referral sent to assistant principal.
	+ School disciplinary action.
		- ACP
		- Saturday School
* **Academic Honesty Committee & Administrator discipline.**
	+ Drop from CSF
	+ Unsatisfactory “U” citizenship
	+ Suspension from extra-curricular activities including sports programs
	+ Suspension from Norco High School
	+ Expulsion from Norco High School
 |

DATE OF INCIDENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Description of the evidence upon which the violation is based.

*By signing this document, student and the teacher both agree to the incident of the academic dishonesty and have agreed to proper consequences based on Norco High School’s Academic Honesty Policy.*

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please sign and return this paper after discussing the incident with the student.*

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_