

**STUDENTS**

**ACADEMIC HONESTY**

Students of the Saddleback Valley Unified School District are subject to an Ethics Policy which deals with students who cheat on tests or plagiarize assignments. All tests, quizzes, reports, homework, other assignments and any school related test (i.e., CAHSEE, AP, STAR) are subject to this policy.

Cheating also includes looking at another student's paper, taking credit for work that is not your own, or talking during an exam. Helping another student cheat on an exam, homework or other assignment is also a violation of the Ethics Policy if it has been made clear by the instructor that students are to work on their own and not collaborate.

Students who violate the Ethics Policy while taking major state and/or national examinations, such as SAT, PSAT, etc., will be removed from any and all extra class activities and elected or appointed leadership positions for the remainder for the school year.

The following action will be taken in regards to students in violations of this policy.

**High School (Grades 9-12)**

**FIRST OFFENSE**

1. Automatic "O" (Failure) on assignment or test.
2. Parent conference and contract signed.
3. Referral placed in student discipline file.
4. Student given a "U" in citizenship for the semester.
5. Placed on probation in all classes for the remainder of the semester and the entire next semester. Notification of student's probationary status communicated to student's current teachers.
6. If the student is a student aide, he/she will be dropped from the class with a Withdrawal-Failure (W/F) on the first offense.

**SECOND OFFENSE (The second offense by the student during the period of probation)**

1. Student assigned "F" in class for semester and "U" in citizenship and work habits in the class in which the second offense occurred. The student is removed from class and placed in the opportunity program.
2. Student remains on probation in all remaining classes through the rest of the semester and the entire next semester.
3. Parent conference.

4. Student removed from any and all elected or appointed leadership positions for the remainder of the school year.

**THIRD OFFENSE** (The third offense by the student during the period of probation)

1. Student dropped from any class in which violation occurs at high school level with a Withdrawal-Failure (W/F).
2. Student removed from all extracurricular activities for the remainder of the semester in which infraction occurred and one additional semester.

**Intermediate School (Grades 7-8)**

**FIRST OFFENSE**

1. Automatic "O" (Failure) on assignment or test.
2. Teacher contacts parent with details of offense and explains consequences including Ethics Policy Contract.
3. Referral placed in student discipline file.
4. Trimester citizenship grade will be lowered in the class where the violation occurred.
5. Student is placed on probation for remainder of the school year. Student signs an Ethics Policy Contract, copy goes home for parent signature, teachers are notified, and copy is placed in discipline file.
6. If the Ethics Policy violation occurs in a student aide class, the student may be transferred to another elective.

**SECOND OFFENSE** (The second offense by the student during the period of probation)

1. Automatic "O" (Failure) on assignment or test.
2. Trimester academic grade in the class where the second offense occurred will be lowered by one grade level. Student assigned "U" in citizenship and work habits in the class for the trimester in which the second offense occurred.
3. Referral placed in student discipline file and teachers are notified.
4. Parent conference.
5. Student removed from any and all elected or appointed leadership positions for the remainder of the school year.
6. If Ethics Policy violation occurs in a student aide class, the student will be transferred from the aide class with grade of "F".
7. Student placed on in-school (Opportunities Class) suspension.

**THIRD OFFENSE** (The third offense by the student during the period of probation)

1. Automatic "O" (Failure) on assignment or test.

2. Trimester academic grade in the class where the third offense occurred will be lowered by one grade level. Student assigned “U” in citizenship and work habits in the class for the trimester in which the third offense occurred.
3. Student may be transferred from the class.
4. Referral placed in student discipline file.
5. Parent conference.
6. Student placed on out-of-school (home) suspension.

Students who wish to appeal these penalties may do so to the local site Ethics Committee. This committee is composed of four members, two teachers, an administrator, and a student. The student committee member will have an advisory vote. The accused student must file a written appeal within ten working days from the date of infraction.

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SVUSD: 10/02

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