

Lyons Township High School is committed to providing students with ample opportunities to practice and improve their learning. To this aim, the assignments given to students by the classroom teacher are designed to give each student an opportunity to demonstrate what s/he knows and is able to do. In the writing process in particular, much time and effort is given over to nurturing a student's ideas and interpretations. Cheating and Plagiarism are diametrically opposed to the fundamental goals of all of our courses. To that end, students should consider all work assigned to an individual unless the teacher specifies it differently.

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### DEFINITIONS

**Cheating** is an attempt through fraud or collusion to gain unfair advantage for a student which undermines learning, the primary focus of our school. Cheating always involves the loss of academic integrity and inhibits the student's opportunity to learn. Therefore, any student involved in cheating will be subject to corrective action.

**Plagiarism** is the act of taking, in part or in whole, someone else's original ideas without appropriately crediting the source and presenting them as one's own. The ideas may be presented in written, visual, auditory, computational, electronic, or other forms. Plagiarism, like other kinds of cheating, sacrifices academic integrity. Students who plagiarize will be subject to not only to corrective action, but also to possible legal consequences.

**Due Process:** All divisions will follow the Disciplinary Procedures Relating to Cheating and Plagiarism in the Student Handbook. If, during the process of setting up a conference to remediate the behavior, a teacher finds another instance of plagiarism prior to the completion of the steps outlined in the policy, the student will be subject to the consequence of the next offense as well.

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### EXAMPLES

Cheating and plagiarism can be observed or detected through, but not limited to, the following behaviors:

- copying homework (whether you give it to someone else or you receive it from someone else)
- looking on another's test or quiz
- letting another student look on a test or quiz
- using other methods of getting or giving answers on a test or quiz (including accessing the Internet or other electronic devices)
- working with others on any assignment that was meant to be done by individuals
- taking papers in part or in whole from the Internet, other publications, or other students
- taking information from another source that is not properly attributed
- taking any part of a test to use or to give to others

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The teacher may use Computer Software to determine the extent of plagiarism on any assignment.

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My signature below reflects that I have read the policy and understand the expectations, procedures and consequences as described.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please return the entire sheet. Extra copies of this policy are posted on the LTHS Internet [www.lths.net](http://www.lths.net).  
~~Click on Academics

## **Disciplinary Procedures Relating to Cheating and Plagiarism**

Reprinted from the Student Handbook, pages 16 and 17

**First Offense**: On the first offense, the teacher, division chair, student, and parent will confer about the incident. At the conclusion of the conference, a written summary of the conference will be forwarded to the counselor, student file, and parent by the division chair. The student will receive a failing grade for the work assigned. At the conference, successive attempts at remediation will be outlined if the student continues to violate the school's policy.

**Second Offense**: A conference is held with the counselor, division chair, teacher, student, and parent. A written summary of the conference will be forwarded to the counselor, student file, assistant principal and parent by the division chair. The student will receive no credit for the assignment, but will be required to complete the assigned work in an acceptable manner. Failure to complete the assignment will be reviewed by the division chair and may result in withdrawal from the class with a failing grade.

**Third or Subsequent Offense**: On the third or any subsequent offense, a conference will be held with the counselor, division chair, student, parent, and assistant principal. At this point, the student will be instructed that he/she will be withdrawn from the class with a failing grade.

At any stage of this process (First, Second, or Third Offense), the student may also be disciplined as outlined in Section III, Part B, which includes suspension and/or recommendation for expulsion at the discretion of the administration.

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**The policies described on this procedures sheet reflect the district-wide commitment to honesty, integrity, and the first class principle "we are responsible and accountable for our actions."**

**All violations of the plagiarism and cheating policy are cumulative throughout the duration of your high school experience at LTHS.**