### Peninsula High School Cheating and Plagiarism Policy

<table>
<thead>
<tr>
<th>Infractions</th>
<th>Offense - Including but not limited to</th>
<th>Consequence(s)</th>
</tr>
</thead>
</table>
| 1           | • Copying, allowing someone else to copy, or plagiarizing* homework or classwork  
              • Asking or giving information about any part of a quiz or test  
              • Using the services of another student, adult or website to significantly alter the product to be graded  
              • Forging a note or signature  
              • Citing nonexistent sources | • Zero on assignment/test/etc.  
              • Referral/Counseled/Parent notified  
              • 1 point added to Student Infraction Record |
| 2           | • Recording test answers  
              • Altering a graded test or assignment and resubmitting it for a better grade without explicit teacher permission  
              • Phone visible during quiz/test or any time that student is in possession of quiz/test  
              • Submitting an essay or project that has previously been submitted by the student  
              • Deceiving a teacher to get special consideration on an exam or to get an extension  
              • Making up data for an experiment | • Zero on assignment/test/etc.  
              • Referral/Counseled/Parent notified  
              • Saturday school to complete integrity Packet/Trash pickup/School service  
              • 2 points added to Student Infraction Record |
| 3           | • Cheating on a quiz or test (having or using a paper or electronic “cheat sheet,” cell phone, electronic translator, etc. without explicit teacher permission; communicating in any unauthorized form during a quiz or test, soliciting answers from another student, submitting another student’s test as your own, etc.)  
              • Plagiarizing* on an essay  
              • Working together on a take-home exam unless specifically authorized by the teacher | • Zero on assignment/test/etc.  
              • Referral/Counseled/Parent notified  
              • Saturday school to complete integrity Packet/Trash pickup/School service  
              • 3 points added to Student Infraction Record |
| 4           | • Gaining or providing unauthorized access to exam materials  
              • Reproducing or taking a picture of a test | • Zero on assignment/test/etc.  
              • Referral/Parent notified  
              • Saturday school to complete integrity Packet/Trash pickup/School service  
              • Honor Society adviser will enforce the policy of the Honor Society in question  
              • Possible impact on club/athletic/election eligibility  
              • Ineligible for ASB elected positions  
              • 4 points added to Student Infraction Record |

When a total of 5 points is reached on the Student Infraction Record:
- Zero on assignment/test/etc.
- Referral/Parent notified
- Honor Society Adviser will enforce the policy of the Honor Society in question
- Administrative council will be convened to determine consequences
- Possible drop from class with an F and a U
- Possible behavior contract

When a total of 6 or more points is reached on the Student Infraction Record and for each subsequent infraction:
- Dropped from class where incident occurred with an F and a U
- Honor Society Adviser will enforce the policy of the Honor Society in question
- Probable impact on club/athletic/election eligibility

If a student steals a test, changes grades in a teacher’s computer, or engages in other illegal behavior:
- Suspension
- Arrest
- Recommended for expulsion

*Please see the agenda book for examples of what is considered to be plagiarism.
*Infraction totals are cumulative throughout a student’s years at Peninsula High School.
*Board Policy 5131.9