

Cosumnes Oaks High School Academic Code of Conduct

At Cosumnes Oaks High School, the administration and staff strive to instill, to cultivate, and to build excellence in all. We stress personal integrity and good practice in all aspects of academics, learning, and assessment. Students work hard at producing their own work that exhibits their learning. In addition, they need to know the ideas and issues that are related to *academic honesty*. This knowledge will allow them to demonstrate their abilities and understanding through their original ideas and produced work. In order to make great things possible, each student must produce and take ownership for an authentic piece of work. As life-long learners, students will be responsible for their work, whether it is in an educational setting or the work place.

To that end, the staff expects the highest standards of honesty and integrity from all students and promotes the ideals of education, responsibility and self-discipline. To protect all students' right to a fair and meaningful evaluation of their work the **ACADEMIC CODE OF CONDUCT** has been adopted. Student violations can be classified into one of the five categories.

Type I

A student who copies an assignment from another student AND the student who knowingly allowed the assignment to be copied (paper or electronic).

Type II

A student who is found in possession of unauthorized *cheat sheets* (paper or electronic), answer keys or other evidence of premeditated cheating - whether or not the item(s) were actually used by the student. This includes any test information (i.e., topics, answers, and/ or questions).

Type III

A student who plagiarizes someone else's work (intellectual property), or copies any information from an encyclopedia, internet source, magazine, newspaper, Cliffs Notes, or any other published source, etc., and *presents these materials as if they are the student's own ideas*.

Type IV

A student who is caught taking, without permission, another student's or teacher's materials or project. In addition to the described consequences above, the student will be disciplined under the provisions for theft as specified in the education code. (EC 48900g/EC48900i) - **stealing or attempting to steal school or private property; knowingly received stolen school property or private property.**

Type V

A student who has been found to falsify school records or is apprehended for taking, without permission, school records (including teachers' materials). In addition to the described consequences above, the student will be disciplined under the provisions for theft as specified in the education code. (EC48900g/EC48900i) - **stealing or attempting to steal school or private property; knowingly received stolen school property or private property.**

- *All violations will be documented into SISWeb (Student Information System) as Academic Dishonesty and become part of the student's record.*
- *Staff may review a student's SISWeb record when requested to write letters of recommendation to universities on behalf of seniors. Staff reserves the right to retract letters of recommendation if Academic Code of Conduct is violated after they have been written.*

Action taken for violation	Type I, II, III	Type IV	Type V
<ul style="list-style-type: none"> • Zero for the assignment • Referral to the administration • Parent notification 	1 st Occurrence		
<ul style="list-style-type: none"> • Zero for the assignment • Referral to the administration • Parent notification • Friday school 	2 nd Occurrence		
<ul style="list-style-type: none"> • Zero for the assignment • Referral to the administration • Parent notification • Friday school • No activities list • Letter from principal's office 	3 rd Occurrence	1 st Occurrence	
<ul style="list-style-type: none"> • Zero for the assignment • Referral to the administration • Parent notification • Friday school • No activities List • Suspension 	4 th Occurrence	2 nd Occurrence	
<ul style="list-style-type: none"> • Zero for the assignment • Referral to the administration • Parent notification • Friday school • No activities List • Suspension / expulsion 	5 th Occurrence	3 rd Occurrence	1 st Occurrence

9th through 11th grade: Further consequences could result in ineligibility for Pride of the Pack, NHS, Pride Ceremony and Academic Awards based on grades earned during the term of the violation.

12th Graders: Further consequences could result in ineligibility for any academic recognition for the entire school year. This includes Pride of the Pack, NHS, Academy Awards and Cords, Academic Awards, Valedictorian, Salutatorian, Top Ten, Alpha Award, and/ or any additional public recognition by Cosumnes Oaks High School.