

GLENDORA HIGH SCHOOL
ACADEMIC HONESTY POLICY 2018-2019

Cheating and Plagiarism Definitions and Guidelines

1. Students will be considered to be cheating if involved in the following in class:
 - Cheat sheets, open books, notes, or materials during a test without explicit teacher approval
 - Violating test conditions
 - Using cell phones, iPods, or other electronic devices
 - Other forms of observed cheating
2. Copying the essays, tests, exams or any written assignment of other students, from our school or any other school, and presenting it as your own work is never allowed. Students who allow others to copy their work are also cheating.
3. Copying or downloading printed materials from the Internet, computerized databases and encyclopedias, or other software sources without correctly citing sources and then turning it in as your own work, *even if you change a few words*, is never permitted.
4. Copying from books, magazines, or other printed materials without correctly citing sources and turning it in as your own work, *even if you change a few words*, is never permitted.
5. Receiving help with your writing from tutors, friends, or family members is permitted and encouraged. However, while they may suggest improvements, helpers must *not* write or dictate the direct wording for your writing.
6. Use of computerized dictionaries, translators, computers, and other electronic devices are permitted for at-home assignments as long as the electronic device does not write sentences or paragraphs for you. Spell check or grammar check permitted.

Consequences: The Academic Honesty Policy will accumulate throughout all four years of high school. Any infraction will result in forfeit of Valedictorian status and Senior Awards.

1st Infraction – The teacher will send a copy of the discipline referral to the appropriate school administrator, who will maintain a record of the violation and will determine the appropriate school punishment to be administered (detention, Saturday school, school service, suspension). The teacher will counsel the student and record a grade of zero for the work in question. As part of the disciplinary procedures, the parent shall be notified by the administration of the violation in writing with a discipline referral and notice. Membership in the National Honor Society will be forever forfeited. Membership in CSF will be forfeited for the grading semester in which the offense occurred. An annual hearing panel will be established for an appeal in cases where a student/parent feels that the student behavior did not violate the Academic Honesty Policy.

2nd Infraction - The teacher will send a copy of the discipline referral to the appropriate school administrator, who will maintain a record of the violation and will determine the appropriate school punishment to be administered (detention, Saturday school, school service, suspension). The student will receive a grade of zero for the work in question, and the semester grade will be lowered by one letter grade. As part of the disciplinary procedures, the parent shall be notified by the administration of the violation in writing with a discipline referral and notice. The student and parents/guardians should be present at the disciplinary meeting with the Principal or Principal Designee. The Principal or Principal Designee shall maintain a record of the violation with a copy of the referral and the notice. **The student will also be suspended from participating in all extra-curricular activities (i.e. dances, sports) for a period of two weeks.**

3rd Infraction – The teacher will send a copy of the discipline referral to the appropriate school administrator, who will maintain a record of the violation and will determine the appropriate school punishment to be administered (detention, Saturday school, school service, suspension). The student will

receive a grade of zero for the work in question, and the semester grade will be lowered by one letter grade. As part of the disciplinary procedures, the parent shall be notified by the administration of the violation in writing with a discipline referral and notice. The student and parents/guardians should be present at the disciplinary meeting with the Principal or Principal Designee. **The student will be suspended from participating in all extra-curricular activities (i.e. dances, sports) for a period of one month.**

4th Infraction – The teacher will send a copy of the discipline referral to the appropriate school administrator, who will maintain a record of the violation and will determine the appropriate school punishment to be administered (detention, Saturday school, school service, suspension). The student will receive a grade of zero for the work in question, and the semester grade will be lowered by one letter grade. As part of the disciplinary procedures, the parent shall be notified by the administration of the violation in writing with a discipline referral and notice. The student and parents/guardians should be present at the suspension meeting with the Principal or Principal Designee. **The student will be suspended from participating in all extra-curricular activities (i.e. dances, sports) for the remainder of the semester plus two months.**

GLENDORA HIGH SCHOOL **ATTENDANCE POLICY 2018-2019**

Philosophy

There is a direct and clear relationship between good attendance and high achievement. High school students are expected to assume greater responsibility for their own attendance behavior as they become increasingly responsible for the determination of their own progress. Students who have difficulty maintaining appropriate standards of attendance shall be dealt with in a fair, firm, consistent, and timely manner. The value of good attendance is usually reflected in good grades, regular accumulation of credits at a rate necessary to graduate on time, and positive habits necessary for personal and vocational success. It is the responsibility of each teacher, administrator, and staff member to help students appreciate and understand the value of good attendance, especially as it relates to achievement. Parents have the legal and moral obligation to insure the good attendance of their student.

It is important to be in class on time each day. The beneficial class discussions and presentations that occur during the period **cannot** be repeated on an individual basis. In addition, homework is an integral part of each lesson and must be done on a daily basis if maximum learning is to take place. Therefore, regular attendance is vital to the student's success in school. Missing classes for **any** reason does not excuse the student from learning the material covered and discussed during the absence.

An absence is defined as being not present in class for any reason, excluding field trips and athletic participation. An absence does not excuse the student from the homework assigned during an absence. If possible, the student should learn prior to the absence what is going to be taught and complete the homework before returning to class. In case of illness, the student should begin to work on the homework missed as soon as it becomes feasible to do so and certainly at the time he/she returns to school. Students will have as many days as they are absent to make up all work/tests.

Family trips and vacations should occur only when Glendora High School is not in session. Families should avoid planning vacations for periods longer than the district vacation. For example, parents should try to arrange airplane flights that will leave after school closes and return before school starts.

Medical appointments should be made after school, on student free days and vacation days.

Procedures

Reporting/Clearing of Absences

When a student is absent from school you may bring a signed parent note to the Attendance Office window or the Parent/guardian must call 626-963-5731 and press [ext. 242] and leave a message. The note or message must include: student name, dates of absence, reason for absence and parent/guardian signature with contact information.

Off Campus Permits

Students who need to leave campus at any time during the school day, must obtain an off-campus permit in the Attendance Office. Failure to do so will result in disciplinary action. To obtain an off-campus permit, a student must bring a signed parent note or have the parent/guardian leave a recorded message at 626-963-5731 [ext. 241].

The Attendance Office requires 30 minutes notice for an unplanned off-campus permit.

Students who become ill during the school day must check out through the Health Office [ext. 207] or Attendance Office.

Homework Requests

Contact the teacher directly by obtaining the teacher's email address through the Aeries Parent Portal. There is a link to the Aeries Parent Portal under *Important GHS Links*. Parents will need to give student name, grade and anticipated date of return. Students must be absent a minimum of two days to request homework. Homework requests require 24 hour preparation time.

GLENDORA HIGH SCHOOL
ILLEGAL SUBSTANCE POLICY 2018-2019

The unlawful use of a controlled substance(s), alcohol and/or other drugs by a student may require intervention by the school with actions including but not limited to: outside assessment, counseling, referral to an appropriate outside agency, disciplinary action and/or recommendation for alternative placement. Disciplinary action pursuant to unlawful use and/or possession of a controlled substance, alcohol or other drugs, Ed. Code 48900(c), of any kind will be as follows:

- I. On the first occasion of unlawful use or possession (except for possession for sale and/or furnishing) of a controlled substance, alcohol or other drugs, the student will be suspended for five school days and will be recommended for one or more of the following:
 - a) An assessment from an outside agency
 - b) Attendance at a mandatory program sponsored or approved by the school
 - c) Counseling by school personnel
 - d) Other appropriate interventions, such as mandatory drug testing
 - e) Losing the right to participate in extracurricular activities
 - f) Continued suspension
 - g) Alternative placement

If the student and family feel that the school's recommendation is inappropriate for their case, they may appeal to the Superintendent or Superintendent's designee. The Superintendent or Superintendent's designee will only hear cases involving the first offense. The hearing must take place during the five day suspension. The student must adhere to all recommendations. Failure to do so may result in further disciplinary actions.

- II. On the second occasion of unlawful use or possession (except possession for sale and/or furnishing) of a controlled substance, alcohol or other drugs of any kind, the involved student will be suspended for five (5) days; the Principal will recommend to the Superintendent that the involved student be expelled from the school district.

Disciplinary actions pursuant to the unlawful sale, or possession for sale, or furnishing a controlled substance, alcohol or other drugs of any kind, Ed. Code 48900 (d), will be as follows:

- I. The involved student will be suspended from school pending a recommendation of either 1) expulsion from the school by the Principal to the Superintendent/Board of Education, or 2) a report to the Superintendent/Board of Education why such recommendation is inappropriate.
- II. The Board of Education will render a decision regarding the expulsion of the involved student.

GLENDORA HIGH SCHOOL DRESS CODE POLICY 2018-2019

The purpose of the student dress and grooming regulations is to encourage students to dress appropriately and be prepared to participate in a peaceful, safe, and productive educational environment. Enforcement shall be accomplished by all staff. Violations will result in disciplinary action.

Glendora High School has established the following standards of dress for students during school hours:

a) Clothing should be clean, size appropriate, and in good repair. Pants must fit at the waist so that no

undergarments show. Pajamas and sleepwear must not be worn.

b) Clothing and jewelry which are potentially dangerous may not be worn. Chains, spikes, handcuffs, or any type of accessories which pose a safety hazard, are unacceptable.

c) Footwear must be worn at all times. No slippers.

*d) Apparel, jewelry, accessories, notebooks, or manner of grooming which, by virtue of its color,

arrangement, trademark, or any other attribute that denotes membership in gangs or hate groups shall not be allowed or worn on campus or at school activities.

*e) No clothing or jewelry which depicts sexually-related or obscene gestures, pictures, wording, or which promotes substance abuse or various types of hatred or violence, shall be worn on campus or at school activities.

f) No extremely brief or revealing garments shall be worn on campus or at school activities.

No undergarments shall be showing. Some examples of unacceptable attire are: bare midriff, bare backs, tube tops (including under other garments), halter tops, see-through clothing, brief shorts or skirts, and swimsuit tops. All tops must have a strap over each shoulder.

g) Any hat purchased from the student store or from a GHS team or organization may be worn for sun

protection purposes. These are the only hats permitted. No other head coverings shall be worn on campus during the school day. Unauthorized hats/items will be confiscated.

h) Face or body painting is not allowed.

**The school administration, in consultation with the local law enforcement agencies, will determine the nature of clothing, jewelry and any other items which are not appropriate or deemed a distraction for school.*