

CHS Academic Integrity Procedure

Cranford High School expects its students to be honest and maintain high standards of academic integrity in all of their work. This means that any form of cheating, copying, plagiarizing (the intentional and deliberate use of others' work to pass off as one's own) or using electronic devices to share work are unacceptable and will lead to a consequence. This progressive approach applies per class, per year. This behavior will be dealt with in the following way:

First Offense:

- Any student work/assessment copied or plagiarized will receive a grade of zero. Administrative discretion will be used to determine consequences based upon the number of students involved and the extent of the plagiarism.
- The incident will be reported to the Assistant Principal of Academic Affairs.
- The student, teacher and assistant principal will meet. Discussion will involve education about plagiarism.
- The teacher will notify the student's parent or guardian of the offense.
- A record will be kept of this offense by the Assistant Principal for Academic Affairs throughout the student's career at CHS. Administrative discretion by the assistant principal will be used to determine consequences based upon the number of students involved and the extent of the plagiarism.

Second Offense:

- Any student work/assessment copied or plagiarized will receive a grade of zero.
- The incident will be reported to the Assistant Principal of Academic Affairs. Administrative discretion will be used to determine consequences based upon the number of students involved and the extent of the plagiarism.
- The student, teacher and assistant principal will meet.
- The assistant principal will contact the parent and arrange a meeting with the parent, student and assistant principal. Parent/guardian must attend this meeting. Both will be alerted to the severity of situation and informed of the negative academic consequences.
- A record will be kept of this offense by the Assistant Principal for Academic Affairs throughout the student's career at CHS.

Third Offense:

- Loss of credit for the course
- Any student work/assessment copied or plagiarized will receive a grade of zero.
- The incident will be reported to the Assistant Principal of Academic Affairs. Administrative discretion will be used to determine consequences based upon the number of students involved and the extent of the plagiarism.
- The student, teacher and assistant principal will meet.
- Third offenses will be dealt with at the discretion of the principal and additional consequences may ensue. A parent/guardian will be required to meet with the student, assistant principal and principal.