

Guidance Notes

A Monthly Newsletter of the Highland Park Senior High School Counseling Office



9th Grade
January
Edition

Highland Park has an Academic Integrity Policy to deal with issues of student cheating and plagiarism. It is very important that parents, students, and staff understand the policy and how it will be used at HPSH. For the January edition of Guidance Notes we would like to take the opportunity to review the policy.

Academic Integrity Policy

Cheating

Cheating is the use of any resource not allowed by an instructor to aid in the taking of an exam or in the completing of an assignment. This includes, but is not limited to, copying answers, inappropriate consulting with another person regarding test content or taking any other action which unfairly aids oneself or another person. Evidence of cheating would include: witness of a teacher, copies of suspicious work, other documentation. Consequences:

1. For a 1st Offence: student will receive no credit for the work, a conference may be held with parent/guardian, teacher and counselor.
2. For a 2nd Offence: parents will be notified by the administrator. The student will receive an N for the course and be removed to a study hall for the remainder of the term.

Incorrect Documentation

Students will receive instruction in proper documentation from his/her teacher when required for an assignment that utilizes outside sources. Incorrect documentation is a poor attempt at giving credit to a source, using insufficient or incorrect information.

1. For a 1st Offence: the student will be asked to correct the work. If needed, a parent/guardian conference will be held with the teacher. The student will be re-taught the correct documentation procedure, or be required to attend an after school documentation class.
2. Further Offences: any additional offences will be regarded as plagiarism (see below).

Plagiarism

Plagiarism is an idea or work that is not common knowledge and is submitted as the student's own work, without giving due credit to the original source. This can be intentional or unintentional. Work is defined, but not limited to: a quotation, a phrase, complex idea, research, table, chart, graphic, text, internet resource, paper or thesis. Paraphrasing of any of the above without proper citation is also plagiarism. Evidence of plagiarism includes: copies of plagiarized material, highlighted passes which are suspicious or other documentation.

1. For a 1st Offence: the student will receive no credit for the assignment. A conference will be held with the teacher, student and counselor. The student will receive additional instruction on proper citation methods or be required to attend an after school documentation class.
2. For a 2nd Offence: parents will be notified by the administrator. The student will receive an N for the course and be removed to a study hall for the remainder of the term. A report will be made to the National Honor Society.

(Next Page: What does this mean for students?)

Upcoming Dates:

- 1/5 (Mon) – Return from Winter Break
- 1/5 (Mon) – PTA, 6:30 (library)
- 1/13 (Tues) – Site Council, 5:00 (library)
- 1/19 (Mon) – MLK Holiday, no school
- 1/22 (Thurs) – Last day, Quarter 2
- 1/23 (Fri) – Teacher Reporting Day, no school
- 1/26 (Mon) – Quarter 3 begins
- 1/30 (Fri) – Ben Stock, 6:00 (auditorium)

Guidance Notes Continued...

What does this mean for students?

What is most important to remember is that if your student is accused of violating the policy, he/she is **not alone** in representing his/her side against an accusation. The counselor will always act as your student's advocate in these situations. When a teacher brings an accusation of cheating/plagiarism against a student, the counselor is notified. The counselor will then meet with the student to review the process and advise the student on what to do next. In any conferences, the counselor will ensure that the student's perspective is represented and that the student is treated fairly.

Setting SMART Goals With Your Student

Setting goals, both short term (daily, weekly, monthly) and long term (years, lifetime) is a way to accomplish what you want. Successful people often use goals as a personal road map to get them where they want to go. As you talk to your student about his/her progress in high school, using the language of SMART goals is a great way to help them focus on the concrete steps they can take to accomplish their goals.

SMART Goals Are...

Specific	They are clearly defined and state a specific desired outcome.
Measurable	The outcome can be measured in time or quantity, so you know when it is achieved.
Action-Oriented	The goal identifies specific things you can do to achieve it.
Realistic	Something you can accomplish with your strengths, talents and abilities.
Targeted	Identifies a specific date when the goal should be accomplished.

For example, rather than simply saying: I don't want to fail any classes, a SMART goal might say: I will earn an A in my English class (**Specific, Measurable and Realistic**) for quarter 2 (**Targeted**) by staying for after school tutoring on Wednesdays, writing all assignments in my planner, and studying with Jane for Hot Words tests every Tuesday night (**Action-Oriented**).

Other Tips for SMART Goals

- No goal is written in stone. If something isn't working, re-evaluate, adjust and try something new.
- For a goal to work, it should be built on what is important to your student - his/her values and priorities.
- Great things are accomplished in small, steady steps. Breaking things down into small steps can help students feel a sense of accomplishment along the way.
- Remind your student to reward him/herself for successes along the way...even little things.
- Writing the goal down can help students see it more clearly and remind themselves of what's important.
- Accomplishing a goal can result in personal growth as well as a specific outcome - sometimes it is the journey, not the destination, that matters.
- Adults can be powerful models for students - model the process in your own life!

Helpful People to Contact...

- Counselors: Jesse Kramer, Barbara Kurtz, Meredith Rambow
- College & Career Resource Center: Grant Grays
- Parent Liaison: Nancy Kolb
- IB/Curriculum Coordinator: Charlotte Landreau
- Attendance: Joan Theisen, Sybil Shakir

You can contact any of these people by phone at 293-8940, or through email: firstname.lastname@spps.org