

Chaparral and Vista High School

Academic Integrity

Cheating is unacceptable at Chaparral and Vista High Schools

Cheating destroys the trust between Student and Teacher. In any of its forms and for whatever reason, cheating degrades the value of education. Our teaching staff values learning and expects students to strive to achieve their highest potential.

Administrator and Counselor Responsibilities:

- Assure that all faculty, students, and parents have been informed of and have access to the Academic Integrity Policy.
- Assure that academic integrity and the consequences for lack of integrity are taught to all students.
- Create a school-wide environment that encourages a consistent culture of adherence to the Academic Integrity Policy.
- Encourage teachers to enforce the Academic Integrity Policy.
- Maintain cumulative records of reported violations.
- Enforce appropriate disciplinary actions when violations of the policy occur.

Teacher Responsibilities:

- Provide students with explicit requirements and directions.
- Be available to clarify assignments and topics.
- Use professional judgment to determine whether cheating has occurred.
- Structure positive conditions for testing.
- Specify the types of collaboration that are allowable and those that are not allowed.
- Teach and review correct use of documentation when assigning work.
- Make your policy and personal philosophy known to all students; be specific about expectations for tests, papers, class assignments, and/or work done at home.

Student responsibilities:

- Ask the teacher when unclear about a topic or assignment.
- Avoid situations that might be viewed as cheating.
- Do not lend or borrow classwork or homework.
- Do not copy other's work; do not work with other students on assignments unless the teacher gives instructions to do so or unless the teacher tells the entire class to work together.
- Document borrowed materials by citing sources.
- Learn how to attribute work properly which would include:
 - Using quotation marks for statements taken from others.
 - Acknowledging information, ideas, or patterns of thought borrowed from any source.
- Consult teachers about any questionable situations.
- Manage time so you can student for any tests or quizzes.

- Take responsibility to find out what material will be covered on the test or quiz.
- During the test:
 - Observe test time limits.
 - Make sure your paper cannot be seen by anyone else.
 - Keep your eyes on your own paper or computer screen.
 - Do not talk (ask your teacher, not your neighbor, for clarification).
- After the test/quiz, do not discuss questions with other students until all students have taken it.
- Do not change a test item in any way when the test is returned for review.
- Make the teacher aware if cheating is taking place, including the kind of cheating and the methods used.
- Students are reminded: give the instructor no cause to consider their actions questionable.
- Only share digital documents with those to whom you have been given permission.

Parent/guardian responsibilities:

- Have knowledge of the Academic Integrity Policy and the consequences of not abiding by it.
- Provide a positive example for adhering to the Academic Integrity Policy.
- Support Faculty and Administration in enforcing the Academic Integrity Policy.
- Support the student's effort, but do not do the work for him or her.

Definitions/Levels of Offenses

Although the following list is not all-inclusive, it, describes a variety of acts of considered to be cheating:

Level 1

- Cheating in a non-exam situation includes copying work assigned to be done independently, or allowing someone else to copy your own or another's work. Students are expected to work individually unless the teacher gives express permission otherwise. When given permission to assist one another on an assignment, written work must be the work of the individual unless the teacher has assigned it as a group project.

Level 2

- Talking or communicating in any fashion with another student by any means during an exam, test or quiz.
- Looking at or allowing someone else to look at, your own or another's paper during an exam, test, or quiz.
- Using "cheat" notes on a test or exam.
- Giving or receiving test information to or from students in other periods of the same teacher or same course.
- Plagiarizing materials: taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Paraphrasing is the student's use of an author's idea by reworking and/or rearranging that author's original text.
- Submitting assignments that are not your own work. For example, submitting papers taken from the Internet, other publications, other students or parents, or resubmitting prior work as your

original work. Plagiarizing includes using graphics, visual imagery, video or audio without permission of the author or acknowledgement of the source.

Level 3

- Forging of signatures or tampering with official records.
- Stealing or accessing exams or answer keys to a test.
- Altering grades or credits in a grade book or on a computer database.
- Cheating on assessments such as the SBAC, CAHSEE, STAR tests, or the Chaparral Senior Project.

Consequences

Consequences for academic dishonesty are designed to encourage students to practice academic integrity in all situations. They are school-wide and cumulative. Repeat offenders will move up one or more consequence levels when the offense occurs within a two-year period.

Level 1 Consequences

- Student receives a zero for the assignment.
- Student will receive a “U” (Unsatisfactory) in work habits for the quarter.
- Student is removed from all responsibilities for TA (Teacher Aide) or Office Aide for the remainder of the semester if the incident is related to the TA position. If not related to the TA position, teacher that student is a TA for is informed and the class will be removed for second semester.
- Student will receive an ALC assignment.
- Teacher notifies the parent, administrator, and counselor.

Level 2 Consequences

- Student receives a zero for the assignment.
- Student will receive a “U” (Unsatisfactory) in citizenship for the quarter.
- Student is removed from all responsibilities for TA (Teacher Aide) or Office Aide for the remainder of the semester if the incident is related to the TA position. If not related to the TA position, teacher that student is a TA for is informed and the class will be removed for second semester.
- Student receives counseling to find acceptable ways to meet course obligations.
- Student receives ALC assignment.
- Student will be removed from a Leadership role in Event Planning and/or Renaissance.
- Any cheating will be reported honestly in any college or employment recommendations.
- Student will not be recommended or nominated for scholarship consideration.
- Teacher notifies the parent, administrator and counselor.

Level 3 Consequences

- Student receives a zero for the assignment.
- Student will receive a “U” (Unsatisfactory) in citizenship for the quarter.

- Student is removed from all responsibilities for TA (Teacher Aide) or Office Aide for the remainder of the semester if the incident is related to the TA position. If not related to the TA position, teacher that student is a TA for is informed and the class will be removed for second semester.
- Student receives counseling to find acceptable ways to meet course obligations.
- Student will be suspended for up to five days.
- Student will be removed from a Leadership role in Event Planning and/or Renaissance.
- Any cheating will be reported honestly in any college or employment recommendations.
- Student will not be recommended or nominated for scholarship consideration.
- Where appropriate, Level 3 violations will also be referred to law enforcement.
- Teacher notifies the parent, administrator and counselor.

We would like to thank the following school for their contributions to our school's academic integrity policy: Capuchino High School, Council Rock High School, Nor Cross High School, Mission San Jose High School, Denton High School, Troy High School, Bonita High School, and San Dimas High School