

## Palos Verdes High School PLEASE POST

TO: All Teachers

FROM: PVHS Administration

SUBJECT: District Cheating Guidelines

The district cheating guidelines should be reviewed with every new class. This should also be posted and new students should be required to read these guidelines.

A student who cheats will receive an "F" on the assignment and a possible "U" in class work habits for the first incident. **ANY SECOND CHEATING INCIDENT, IN ANY CLASS DURING THE REMAINDER OF THE STUDENT'S HIGH SCHOOL CAREER, WILL RESULT IN THE STUDENT'S REMOVAL FROM THAT CLASS AND A GRADE OF "F" AND "U" RECORDED IN THEIR PERMANENT ACADEMIC RECORD.**

The following examples of cheating will include any testing situation (quizzes included), as well as term papers:

1. The use of a cheat sheet or any written answers on hand, arm notebook, etc.
2. Exchanging answers verbally or through the use of an electronic device.
3. Copying answers from another student.
4. Allowing a student to look at one's answers. Students have a responsibility to cover their answers when taking a test or quiz.
5. Looking at text, notes, etc.
6. Plagiarism on a term paper, essay or long term writing assignment.
7. Stealing a test or test key. All parties involved (thief, copier, distributors, users) are guilty.

The consequences of a second cheating incident are now quite serious. STUDENTS MUST KNOW WHERE THEY STAND, SO PLEASE CONSIDER THE FOLLOWING:

1. Cheating involving homework is to be handled within the classroom. It does not fall within the stated guidelines.
2. The teacher must make the cheating guidelines very well known.
3. Teachers must explain their personal interpretation. For example, specify how you will handle talking during a testing situation, or "wandering eyes." A warning is highly recommended when a student is dangerously close to violating cheating guidelines.
4. Teachers who foresee plagiarism as a potential problem and plan to enforce this, must clearly explain what will be considered plagiarism.
5. Teachers must exercise reasonable caution in securing their test and test keys.

If a teacher determines that a student has cheated, the following steps should be followed:

1. Write a referral to the proper administrator with a detailed explanation of the incident and the Attach any cheat sheets.
2. Send an interim home if an "F" or "U" on the report card is contemplated.
3. Administrators will make a phone call home.
  - (a) On first incident the policy will be clearly explained.
  - (b) On second incident parents will be notified of student being dropped from class