



WESTERN SIERRA COLLEGIATE ACADEMY

ACADEMIC INTEGRITY POLICY

Western Sierra believes that creating a learning environment that promotes high standards of learning is paramount to the success of our students. Creating this environment relies upon students following our C-PREP guidelines. Cheating, plagiarizing, and/or presenting another person's work as a student's own work are all examples of behavior that will be an obstacle to having an environment that promotes learning.

Factors that contribute to cheating include pressure for grades, not enough time to finish all the required homework, students taking advantage of classroom situations that may provide an opportunity to cheat, unrealistic parent expectations, and inefficient study skills. None of these reasons make cheating acceptable and will result in consequences for the student's actions.

Definition: Cheating and/or plagiarism is taking (or lending) a person's work, information, ideas, research, and/or documentation, without properly identifying or crediting the originator.

The following list, which is not intended to be all-inclusive, presents some examples of cheating:

1. Copying from another student's assignment or test.
2. Using any kind of external aid (crib notes, cheat sheets, etc.) when not authorized.
3. Possession of a test, quiz, and/or other confidential document without expressed teacher permission.
4. Making a copy, in part or in whole, of a confidential document, including but not limited to, taking a picture of a test or quiz.
5. Creating false data for a bibliography, lab results, projects, etc.
6. Borrowing a study sheet or object with answers and copying them as one's own work.
7. Plagiarism: Copying in part or in whole from a source without giving proper credit to the author including items found through electronic sources such as the internet.
8. Turning in someone else's work, in part or in whole.
9. Forgery of a parent or guardian signature on a school document.
10. Attempting to solicit another to violate Western Sierra's Academic Integrity Policy.
11. Presenting group work as an individual effort.
12. Letting someone else see one's own or another paper during an examination, test, quiz, or assignment.
13. Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer generated information and programs.
14. Giving test information to other students in other periods of the same teacher/same course.

The teacher has a variety of tools by which to determine when there is a breach to the academic integrity policy. The teacher's professional judgment is the final factor in determining when a breach has occurred.

Consequences: This policy will be enforced throughout a student's high school career. When a student has been found cheating, the minimum consequences and procedures for each instance are as follows:

First Instance

1. Student receives an "I" (incomplete) grade on the assignment and must redo the assignment/assessment following teacher guidance.
2. The teacher calls the parent(s)/guardian(s) and informs them of the offense and that the student will be referred to Western Sierra administration. Teacher will make a log entry so that accurate accounting of instances are tracked.
3. The student will receive an "N" in Academic Work Habits for that semester.

Second Instance

1. Student must redo the assignment/assessment following teacher guidance. The student will receive zero points for the completed assignment and that assignment will be calculated into the student's final grade. If the student shows mastery of content, the student will get at least a passing grade.
2. The teacher calls the parent(s)/guardian(s) and informs them of the offense and that the student will be referred to Western Sierra administration. Administration will make a log entry so that accurate accounting of instances are tracked.
3. The student will receive an "N" in Academic Work Habits for that semester.
4. The student will be suspended from any extra-curricular activity including but not limited to participation in sporting events, dances, for a period not to exceed 30 days.
5. The student will not be eligible for valedictorian status.
6. Student and parents will be informed that a third instance of cheating may result in a change of educational setting in a formal parent/administration meeting.

Third Instance

1. Student receives "NC" (No Credit) for the class. The student must retake the course for credit.
2. The teacher calls the parent(s)/guardian(s) and informs them of the offense and that the student will be referred to Western Sierra administration. Administration will make a log entry so that accurate accounting of instances are tracked.
3. The student will receive an "N" in Academic Work Habits for that semester.
4. The student will be suspended from any extra-curricular activity including but not limited to participation in sporting events, dances, for a period not to exceed 30 days.
5. The student will not be eligible for valedictorian status.
6. Student will have off-campus suspension for up to five days
7. Administration will meet with a Board Representative and advise that the student should seek an alternative school.