

CVUSD

Administrative Regulation

AR 5131.9

Students

Academic Honesty

The following preventive measures have been developed to support and to provide for consistent implementation of the Academic Honesty policy:

- A. An Academic Honesty discussion will take place during the first week of each elementary, middle, and high school class that will include the proper student use of technology.
 1. Beginning with first grade, teachers will present their policies about cheating in a letter that is given to parents and students, in which the consequences of cheating are made clear. A parent or student signature acknowledging receipt may be required by teachers.
 2. Academic honesty information will be presented in class discussions at an appropriate maturity level for the students involved. Teachers will:
 - a. Define cheating and state consequences of cheating.
 - b. Encourage student input for maximum cooperation with the policy:
 - (1) How to handle peer pressure in regard to cheating.
 - (2) What constitutes plagiarism and how to avoid it.
 - (3) How “sharing” work can be as unacceptable as being copied (except in an approved cooperative learning activity).
 - c. Discuss the fact that learning and being able to apply course content is more important than the grade earned.
 - d. In first lessons, explain which skills are needed for that class and what concepts will be covered.
- B. Test supervision and grading procedures that stress Academic Honesty and minimize the possibility of cheating will be implemented in all classes.
 1. Teachers will keep tests out of sight and unavailable to any students, including student aides.

2. Students will be instructed to keep answers covered and to eliminate the appearance of cheating by keeping their eyes on their own papers and removing all materials from their work area during tests.
3. Teachers will remain in the room and carefully supervise students, ensuring that they are able to observe all students.
4. Teachers will avoid doing work that will distract them from supervising students during tests.
5. When it is considered necessary for students to correct tests, teachers will establish procedures so that students will not know in advance who will be correcting their papers or whose papers they will be correcting. Checking tests and assignments which count toward the class/course grade is the responsibility of the teacher.
6. Teachers or adult aides will record all test grades to eliminate the possibility of student error in entering grades.
7. In order to eliminate the possibility of student's changing grades, grade books will not be made available to students without direct teacher supervision.
8. As applicable to grade level, among effective testing approaches that may be implemented, it is recommended that teachers:
 - a. Construct a variety of types and forms, especially with objective tests, and periodically change tests.
 - b. Consider using two forms of every test, particularly in large classes where students cannot be separated.
 - c. Learn to use a word processor to facilitate multiple-form test construction.
 - d. Number tests and check numbers when tests are returned.
 - e. Use make-up tests different from the original on make-up days.
 - f. Space students apart where possible or change seating assignments for tests.
 - g. Move around room or stand to back of room during tests.
 - h. Do not permit any talking during or when individual students finish tests.
 - i. Require students to show and turn in work leading to answers.

- j. Forbid sharing of calculators during math tests.
 - k. Establish clear, consistent procedures for covering or turning in test papers upon completion which make them unavailable to be copied.
 - l. Consider “mastery learning” approach, when appropriate, in order to deter cheating by providing opportunity to retake tests until mastery is demonstrated.
9. Establish clear peer tutoring and cooperative learning procedures and limits, if implemented.

C. CVUSD Acceptable Use Policy (AUP)

All students and parents are required to read and sign the CVUSD Acceptable use Policy (AUP) “Student Use Responsibilities” at the beginning of each school year.

1. Students and parents understand that by signing the AUP they are agreeing to abide by the CVUSD board policies and district rules and the California Education codes specified in the CVUSD Annual Notice of Rights and Responsibilities/Discipline Handbook and as presented in class.
2. Potential consequences for violating the AUP include, but are not limited to loss of computer privileges and/or school disciplinary action as stated in the CVUSD Rights and Responsibilities/Discipline Handbook, school and classroom rules, and/or prosecution under state and federal law.

Reference CVUSD R454 (5/88, 10/01) 9/15