

To: Parents/Guardians  
From: Rhonda W. Stegall  
Principal, Hidden Valley High School  
Date: August 24, 2009  
Subject: Procedures regarding student cheating

Hidden Valley High School is taking a firm stance against student cheating. We consider cheating to be a serious ethical and academic offense which can often carry severe consequences in both post secondary settings and the workplace. The following procedures regarding cheating will apply to all Hidden Valley High School students.

We strongly encourage you to review the attached information with your child. You and your child are asked to sign the final sheet. Your child should return the signed sheet to his or her homeroom teacher no later than August 28<sup>th</sup>.

**Purpose:**

To be an effective educational community, an environment of mutual trust, respect, support, and fairness is necessary for learning. To achieve this atmosphere, this school will expect and demand the highest possible levels of honesty and integrity from all members of the school community.

**Cheating:**

The Random House College Dictionary defines cheating as defrauding, deceiving, eluding, escaping, violating rules or agreements, taking a test in a dishonest way, having improper access to answers for a test, etc.

Examples of cheating include the items listed below. This list is not meant to be exhaustive, as there are many more ways to cheat than are listed here. This is simply meant to give some examples.

- Copying another's work or giving someone else access to look or copy work (homework, test, computer files, answers, test image, etc.)
- Any unauthorized use of "cheat sheets", calculators, computers, books, formula sheets, formulas, notes, cell phones, PDA's, etc.
- Attempting to gain, or gaining, any prior knowledge of a test / exam not provided to the student directly by the teacher
- Attempting to pass off someone else's work as your own (homework, scientific labs, answers to tests, computer programs, etc.) This includes paying someone else (or a company) for a paper, for answers, or to take a test for an individual
- Talking, signaling (gestures), passing notes, etc. during a test, quiz, or exam
- Providing or receiving test / quiz / exam information during a class period, between class periods, or even from one day to the next to or from ANY other student
- Submitting a pre-written assignment of any type when the assignment is supposed to be written in class
- Exceeding time limits on timed assignments / quizzes / tests / exams without permission from the instructor
- Sabotaging the projects / experiments / quizzes / tests / etc. of others

**Consequences:**

**First Offense:** The student will receive a zero on the assignment will be referred to the administration, and the parent will be contacted by the teacher.

**Second Offense:** The student will receive a zero on the assignment, will be referred to the administration, will receive a Saturday School assignment, the parent will be contacted by the administrator and the student will be removed from all leadership positions associated with the school. The student will not be eligible for any leadership positions for the duration of the current school year. Leadership positions include: Titan 12, Titan Council, Foreign Language Honor Society, team captains, club officers, and any other position decided upon by the administration.

**Third Offense:** The student will receive a zero on the assignment, will be referred to the administration, will receive a one day out-of-school suspension, and the parent will be contacted by the administration.

After reading, both the student and parent/guardian should sign and date this signature page. The signature portion of the page should then be returned to the school. This page will be kept on file at Hidden Valley High School.

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**Hidden Valley High School  
Cheating Procedures  
2009-2010**

I have read the Hidden Valley High School cheating procedures and I understand the potential consequences should I violate the expectations.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date