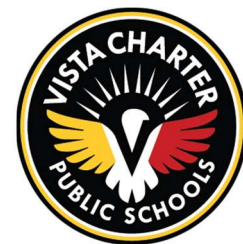


VISTA CHARTER PUBLIC SCHOOLS

601 North Fairview Street
Santa Ana, CA 92703
T: (714) 881-7407 | F: (714) 988-2747
www.vistacharterpublicschools.org

Collin Felch, Ed.D., Superintendent
Karen Amaya, Assistant Superintendent



Vista Charter Public Schools Academic Honesty Policy

The School Board of Vista Charter Public Schools believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to disciplinary action.

Depending on the seriousness of the violation, the student may be counseled with the parent or guardian present or may be given no credit for the assignment, grade period or for the semester.

The Administration shall annually update its Parent-Student Handbook to address the School's expectations regarding academic honesty. The Parent-Student Handbook shall be presented to the Board annually for review, discussion and approval. In particular, the Parent-Student Handbook shall clearly define behaviors that include, but are not limited to:

- Cheating on Tests - Any intentional giving of or use of external assistance relating to an examination, test, or quiz without express permission of the teacher. This includes looking on another student's paper, sharing answers, or copying another student's paper.
- Fabrication - Any intentional falsification or invention of data citation, or other authority in an academic exercise.
- Unauthorized Collaboration - While collaboration is often encouraged, unauthorized collaboration is not permitted.
- Plagiarism - Any intentional representation of another's ideas, words, or works as one's own. Plagiarism includes the misuse of published materials, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper to copy, without permission of the teacher is also engaged in plagiarism.
- Alteration of Materials - Any intentional and unauthorized alteration of student, teacher, or library materials.
- Forgery - Any unauthorized signing of another person's name to a school related document.
- Theft - Any theft of materials
- Transfer of Unauthorized Materials- Any giving or selling of unauthorized materials.

Consequences for Academic Dishonesty

Consequences per incident, not class specific:

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- First offense - Student, parent and teacher meeting. No credit for affected test or assignment. The plagiarized assignment is to be re-assigned. Academic Dishonesty form documenting incident is completed. The original, signed by student and parent, is reviewed by administration and filed with main office.
- Second offense - Student, parent and school administrator or designee meeting, in accordance with Vista's focus on restorative practices. No credit given for affected test or assignment. Student may also be removed from any extracurricular activities, including fieldtrips, sports, camps, etc. The Academic Dishonesty form is filled out documenting the incident, signed by all parties, and filed in the main office.
- Continued demonstration of academic dishonesty will result in further disciplinary action including the possibility of suspension, expulsion or dismissal.

In addition, the Administration shall annually update its Parent-Student Handbook to address the School's expectations regarding the consequences for academic dishonesty that include, but are not limited to, consequences for first offenses and second offenses and any disciplinary measures the school may take.

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