

## GUIDELINES FOR ACADEMIC INTEGRITY IN WORLD LANGUAGES

*Why are we addressing this issue?* In anticipation of the beginning of the first marking period, the World Languages Department would like to review expectations, rules and regulations, to ensure an even and honest playing field for all students.

*What does cheating mean?* Cheating is an act of lying, deception, fraud, trickery, imposture, or imposition. Cheating characteristically is employed to create an unfair advantage, usually in one's own interest, and often at the expense of others. Cheating implies the breaking of rules.

*What does cheating look like?* Cheating has many faces. Copying another student's homework, lifting material from the Internet or other sources, using an electronic translator, receiving too much help on a project (from a tutor, a parent, a friend, a relative), or copying answers during a test are all forms of dishonesty. All incidents of cheating are reported to the department head and the student's dean. The consequences for the first incident will be determined by the teacher and the department head. While any incident **may** be referred to the principal, all second incidents **must** be referred to the principal, who will meet with the student and his/her parents and determine the consequences. See SHS handbook for further details. If you cheat, in the end, you are truly cheating yourself!

What are my responsibilities as a student?

- Clear my desk before a test/quiz
- Put away all materials in my backpack
- Stay in my chair during the entire test/quiz
- Raise my hand if there are questions
- Keep my eyes on my paper
- Do not talk
- Please try to take care of bathroom needs before and after the test
- Write exams/quizzes in ink
- Outside work must be my own work

Remember, you are here to learn and discover for yourself! Be honest with yourself! Your education is extremely important to your future. In the event you are unprepared for a test, or did not complete a homework assignment, don't be afraid to talk to your teachers. You are human and teachers are too.