

ACADEMIC HONESTY

Academic honesty can be defined many ways, but the standard for judgment always comes back to the question of who is the originator of student work. The academically honest student submits work and/or performances which are a product of the student's own efforts. The academically dishonest student cannot lay claim to being the author of work and/or performances originating with someone else and submitted by the student for evaluation or consideration by teachers, administrators, other school staff, or peers.

For purposes of these regulations, academic dishonesty can be defined. However, academic dishonesty is not limited to the following examples.

Cheating

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
- Using notes, aids (electronic or otherwise), or the help of another student on tests in ways other than those expressly permitted by the teacher.
- Looking at another student's test or answers.
- Talking to another student during a test or quiz.
- Copying or allowing another student to copy from one's own test and other course work.
- Tampering with an instructor's record of student grades/scores.

Plagiarism

- Taking the specific substance of another person's work and creating or offering it as one's own work without giving credit to the source.
- Not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source.
- Paraphrasing an author without giving credit.

Fabrication

- The intentional use of invented information or the falsification of research or projects or other products with the intent to deceive.
- Citation of information not taken from the source indicated.
- Listing sources in a bibliography not directly used in the academic exercise.
- Submission in a paper, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- Submitting as one's own any academic exercise, written work, printing, music, or artwork prepared totally or in part by another person.
- Taking a test for someone else or permitting someone else to take a test for you.

Student, Parent, and Teacher Responsibilities

Promoting an atmosphere of academic honesty is the responsibility of the student, parent, and teacher. To this end, each must meet expectations that are meant to promote and maintain the standards of honesty.

Student

- The student is expected to adhere to the tenets of academic honesty in completing all school-related tests, quizzes, reports, homework, assignments, projects, activities, and other academic work, both in class and out of class.

Parent

- The parent is expected to support the spirit and intent of this policy by reviewing the tenets of academic honesty with their student and encouraging the student to practice honesty in all matters.

Teacher

- The teacher is expected to promote academic honesty through ongoing reference to and application of the District Moral and Civic Values.
- The teacher shall instruct students in proper research and study skills appropriate to each subject and assignment.
- The teacher is expected to make clear to students the fact that the tenets of academic honesty will be strictly enforced.
- The teacher is expected to initiate appropriate consequences when any student is found to have exhibited academic misconduct.

Consequences

Although individual violations of academic honesty are significant, it is the intent of consequences that the student should learn from his/her mistakes and not exhibit such behavior in the future. However, it is also the intent that violations of academic honesty are cumulative during the student's attendance at District schools. Therefore, a second offense, whether it occurs in the same class as the first offense or in another class or school during the same or subsequent semester or year, will result in consequences outlined as "Second Offense" provisions.

First Offense and Referral

The consequences for a student's first-time involvement in an act of academic dishonesty that leads to a referral to an administrator may include, but not be limited to, any or all of the following:

1. The student may receive an automatic “0” (failing grade) on the assignment or test.
2. The student may be placed on probation in the class for the balance of the course.
3. At the teacher’s discretion, the student may be referred to an administrator who may impose additional consequences, depending upon the severity of the violation.
4. If the student, serving in the capacity of an aide, engages in academic dishonesty, he/she may be dropped from the class with no grade and no credit.
5. The teacher may contact the student’s parent(s)/guardian(s).
6. A record of the student’s act of academic dishonesty may be placed in the student’s cumulative record and discipline file.
7. If the student is a member of the National Honor Society (NHS) and/or the California Scholarship Federation (CSF), the student may be dropped from membership.
8. A “U” in citizenship may be recorded on the next grade report.
9. Restriction from participation in school activities.
10. Suspension from school.
11. Other consequences as appropriate.

Second Offense and Referral

The consequences for a student’s second (or subsequent) time of involvement in an act of academic dishonesty that leads to a referral to an administrator may include, but not be limited to, the following at the discretion of the administrator:

1. The student may be referred to an administrator.
2. The student may be suspended from school for willful defiance.
3. The teacher may contact the student’s parent(s)/guardian(s).
4. A record of the referral and discipline action taken may be placed in the student’s cumulative record and discipline file.
5. The student may be removed from the course with a grade of “F” and no credits.
6. The student may be removed from all extracurricular activities and any Associated Student Body leadership position for the remainder of the school year.
7. The student may be removed from CSF, NHS, and any other academic honor organization.
8. The student may receive a “U” in citizenship.
9. Suspension from school.
10. Other consequences as appropriate.