

CVUSD Board Policy

BP 5131.9

Students

Academic Honesty

The Governing Board 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. All students and parents must read and sign the CVUSD Acceptable Student Use Policy (AUP) for use of computer networks, including the internet. The policy states that if a student violates the AUP that potential consequences include 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.

(cf. 5131 - Conduct)

(cf. 6162.6 - Use of Copyrighted Materials)

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 district and school-site discipline rules.

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

The Superintendent or designee may establish a committee comprised of students, parents/guardians, staff, administrators and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

(cf. 1220 - Citizen Advisory Committee)

Philosophy

The Conejo Valley Unified School District believes that academic honesty requires adherence to ethical principles. Administrators, faculty, students, and parents are engaged in a partnership to uphold the values of integrity, personal accountability, and respect for the rights of others.

- A. Parents should emphasize that the most important measure of an education is what is learned and that the grades a student receives should reflect actual learning.
- B. Students should realize that the final value of an education is what is learned, that there is real value in integrity, and that the grades received should be the result of honest effort.

- C. Teachers must be cognizant that academic dishonesty can be controlled, that guidelines can be implemented, and that grades mean little when dishonesty is accepted and learning is thereby devalued.
- D. Parents, teachers, and students need to understand that allowing others to be dishonest without doing something about it is the same as endorsing it and that doing work for or giving answers to others is a form of dishonesty.

Definition

Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty can occur within traditional paper/pencil activities and through the use of technology such as online assignments, labs, quiz, projects, and tests. Dishonesty during tests includes unauthorized communicating, copying materials, or allowing another student to copy, using prohibited notes or devices, obtaining prior knowledge of test content, and/or removing or distributing all or part of any test. Copying another person's assignment, plagiarism, or submitting a paper or project which is not one's own work, and submitting falsified information for grading purposes are also examples of dishonesty.

Preventive Measures

Academic honesty requires a clear statement of the District policy by the teacher, student/parent awareness of the policy, student compliance with the regulations, and consistent enforcement of the policy by school staff. The best way to deal with dishonesty is to prevent it before it happens. To this end, within the first week of each class, teachers and students will discuss expectations and the importance of doing honest work. Students, parents, and faculty need to understand that they must support each other in order to maintain an atmosphere of openness and honesty.

- A. Students will be informed of evaluation procedures and practices, as well as consequences of dishonesty. Permissible cooperative learning activities will be explained.
- B. Effective classroom procedures to discourage dishonesty will be consistently implemented by teachers.
- C. Uniform administrative regulations to encourage honest work will be in place.
- D. Students will be informed of responsible and acceptable use of technology through the District's AUP training.

Consequences

In order for consequences to be enforced for violations of academic honesty, the teacher must document his/her observation or supply evidence that dishonesty has occurred.

Grades K-5

Teachers in elementary school, especially in the primary grades, should take every opportunity to introduce and reinforce the philosophy of academic honesty and to define clearly what constitutes dishonesty.

A. Primary Grades (K-3):

1. When the teacher becomes aware of a child's dishonesty, the teacher will take corrective measures.
2. Parents must be notified on the second offense.

B. Upper Grades (4-5):

1. First Infraction

- a. The teacher will conference with the student, who will not receive credit for the assignment.

2. Second Infraction

- a. The teacher will conference with the student, who will not receive credit for the assignment.
- b. The principal will be notified.
- c. Parents will be notified by the teacher or principal.

3. Third Infraction

- a. The teacher will conference with the student, who will not receive credit for the assignment.
- b. The principal will be notified.
- c. Parents will be notified by the teacher or principal.
- d. The principal and/or teacher will refer the student to the Student Study Team (SST) for review and recommendations at the next SST meeting.

Grades 6-8

A. First Infraction

1. The student will receive a grade of Fail for the work in question.
2. The teacher will conference with the student and notify the parent.
3. A referral will be sent to the assistant principal and counselor.

B. Second Infraction in the Same or Any Other Class

1. The student will receive a grade of Fail for the work in question.
2. There will be a conference involving the parent, teacher, student, and an administrator.

3. The student's citizenship grade in that class will be lowered to Unsatisfactory for the grading period.
4. The student will be referred to the Student Study Team (SST) for review and recommendation, including examination of current level placement.
5. The student will lose Perfect Point status in the Citizenship Plan for the remainder of that school year.

Grades 9-12

A. First Infraction

1. The teacher will conference with the student and record a grade of Fail for that assignment.
2. Within five (5) school days, the teacher will notify the parent and send a referral to the appropriate administrator and counselor noting the infraction.
3. The student will be placed on contract, with the understanding that a second infraction in the same or any other class will result in the student's removal from the course in which the second infraction occurred. The contract will remain in effect for two (2) years from the date of the infraction.

B. Second Infraction in Same or Any Other Class

1. The teacher will send a referral to the appropriate administrator and counselor noting the infraction.
2. Within five (5) school days the parent will be notified and the student will be removed from the course and placed in a Study Hall with a grade of Fail for the semester.

Other

1. At all levels, if a student is enrolled in a special education program, the appropriate coordinator must be informed before any changes can be made in the student's program.
2. If a student steals, or sells/buys an examination or a teacher's assessment materials, i.e., answer key or roll book, the student will receive a grade of Fail in that course.
3. If a student steals keys or is involved in illegal room entry, the appropriate administrator will be notified immediately. Disciplinary action relating to this offense will be initiated. If it is determined that test/grading materials are involved, the student will be removed from the course with a grade of Fail for the semester.
4. Teachers who discover a student copying another student's work from a different class will take the papers to the other teacher. If dishonesty has occurred, a joint referral will be submitted to the appropriate administrator for action. This will be considered an infraction for both students involved unless theft of the work being copied is verified.

5. Emancipated students will be subject to the same procedures prescribed for parent involvement in the implementation of this policy.

Appeal of Decision

If a parent/guardian does not agree with the teacher and/or administrator's decision after the student and parent have conferred with the teacher and administrator, the following appeal procedure will be implemented:

- A. The appeal is to be made in writing to the principal. All relevant information is to be included.
- B. The appeal will be submitted to the site academic honesty committee.
 1. Elementary - a teacher, the principal, psychologist, and a parent. The decision of the committee will be final.
 2. Secondary - a teacher, site administrator other than the principal, counselor, and parent. The committee's recommendation will be submitted to the principal, whose decision will be final.
 3. The appealing parent may request elimination of the parent committee member on the grounds of confidentiality.

Time Limits for Academic Honesty Consequences

1. Consequences for grades K-8 will not be cumulative from year to year.
2. Appeals for the secondary level must be filed, in writing, to the principal, within ten (10) school days following action taken by the appropriate administrator.

Reference CVUSD BP 454 (4/88, 1/97, 12/97, 8/01)

Legal Reference:
EDUCATION CODE
35291-35291.5 Rules

CSBA: (6/87 9/87) 7/00

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