

# Palos Verdes Peninsula USD

## Board Policy

### Academic Honesty

BP 5131.9

#### Students

The Board of Education 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.

(cf. 5131 - Conduct)

(cf. 6162.6 - Use of Copyrighted Materials)

The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts.

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)

When an incidence of academic dishonesty occurs, parents/guardians shall be contacted and asked to make sure that their children have adequate time to study at home.

Teachers shall instruct students in research and study skills appropriate to each subject, so that all students may feel confident that if they prepare, they can succeed. Students shall be encouraged to see tests as a means for finding out what they have learned.

Academic misconduct, in its most basic form, is gaining or attempting to gain a grade or other academic accomplishment by any means other than through a student's own work. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort, and shall not aid another student who is attempting to do so. Academic misconduct can take many forms. Below are examples of academic misconduct.

#### Cheating

- Copying from others during an exam;
- Communicating answers with another student during an examination;

- Copying another person's homework;
- Offering another person's work as your own;
- Taking an examination for another student or having someone take an examination for you;
- Sharing answers from a take-home examination or assignment unless specifically authorized by the instructor. (Students who are unsure if the teacher allows collaboration with other students, or if there is uncertainty about what kinds of collaboration are permitted, it is always appropriate to check with the teacher, prior.)
- Tampering with an examination or assignment after it has been corrected, then returning it for more credit;
- Using unauthorized materials, prepared answers, written notes, or information during an examination or assignment;
- Allowing others to do the research and writing of an assigned paper

### **Dishonest Conduct**

- Stealing or attempting to steal an examination or answer key from the instructor;
- Changing or attempting to change official academic records without proper sanction;
- Submitting substantial portions of the same work for credit in more than one course without consulting all teachers involved. (This includes reusing your own work from a previous quarter, unless the instructor has explicitly permitted you to do so);
- Intentionally disrupting the learning environment with the intention of impeding on others' concentration
- Allowing another student to copy off your work during a test.

### **Plagiarism**

- Passing off as your own the ideas or words of another;
- Using a creative production without crediting the source;
- Credit must be given for every direct quotation, for paraphrasing or summarizing a work in whole or in part, and for information which is not common knowledge.

### **Collusion**

- Knowingly or intentionally helping another student to perform any of the above acts of cheating or plagiarism.
- Sharing photos or providing other students information related to assignments and/or examinations

Students taking online courses are held to the same academic honesty expectations and incidences of academic misconduct in an online course will be treated the same as face-to-face courses.

When an incidence of academic dishonesty occurs, parents/guardians shall be contacted and a meeting may be held to make sure that their children have adequate time to study at home.

Consequences for academic misconduct shall be given at the discretion of the teacher with the administration at the school site depending on the type of academic misconduct. Consequences may include:

- Zero or lowered grade on assignment/test/etc.
- Lower citizenship grade
- Referral to administration/counseling office
- Other means of correction as appropriate (i.e. reflective essay, apology letter)

\* If a student engages in an egregious act of academic misconduct, student will be given appropriate consequences aligned to California Education Code.

\* Factors school teams should consider in making their decision related to consequences may include type of assignment, previous offenses, student rationale, and/or other mitigating factors.

Policy PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT

adopted: March 8, 2001 Palos Verdes Estates, California

revised: