

ARTICLE: 3.0 EDUCATIONAL PROGRAM
3.40 ACADEMIC HONESTY

SECTION 3.40.1 Guidelines for Academic Honesty

It is expected that students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that supports and encourages honesty.

In support of academic honesty and the personal integrity of all students, the Poway Unified School District has established the following guidelines:

1. Discipline rules and procedures for all violations of academic honesty will be conveyed to staff, parents, and students, in writing, at the beginning of each school year.
2. Parents and students will be required to review and sign the Academic Honesty Policy and Procedures at the beginning of each school year.
3. Teachers and staff will be responsible for providing safeguards that discourage acts of student dishonesty on tests and assignments.
4. School staffs (administrators/teachers) will enforce discipline rules and procedures as described in the school's discipline rules and procedures for all violations of academic honesty.
5. Students found to be in violation of rules of academic honesty will be subject to disciplinary action outlined in the school's discipline rules and procedures.
6. Teachers are encouraged to be the first point of parent contact at all levels regardless of frequency of offense.

Acts of academic dishonesty include, but are not limited to, the following:

1. **Cheating on Tests**
Any giving or receiving of external assistance (either verbally, in writing, or using an electronic device) relating to an examination, test, or quiz, without expressed direction or permission of the teacher. This includes giving or receiving previously administered tests.
2. **Fabrication/Falsification**
Any falsification or invention of data, citation, or other authority in an academic exercise.
3. **Forgery**
Falsifying or submitting academic work by forging another person's signature.
4. **Unauthorized Collaboration**
Collaboration on an assignment between a student and another person, if such collaboration is not expressly directed or permitted by the teacher. This includes copying another student's work, allowing work to be copied or completing assignments for others, giving or "passing" old tests to other students for the following year, or receiving old tests from other students.
5. **Plagiarism**
Any use of another's ideas, words, or work, and crediting such, as one's own. Plagiarism includes the misuse of published materials, Internet information, and the work of other

SECTION 3.40.1 Guidelines for Academic Honesty

students. This also includes copying another student’s work, allowing work to be copied, or completing assignments for them.

6. Theft or Alteration of Materials or Equipment

Any unauthorized taking, concealment, or alteration of student or teacher instructional materials or equipment, including, but not limited to, the District data network, Internet, and other on-line resources.

Guidelines for consequences of Academic Honesty violations:

A system of progressive discipline shall be followed whenever practicable and the listed consequences shall serve as guidelines.

Consequences for academic honesty violations will be enforced in accordance with behavioral expectancies at the elementary, middle, and high school levels. Nothing in these procedural guidelines shall be construed to prohibit school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue, including, but not limited to: leadership positions, co-curricular activities, and extra-curricular activities.

Elementary		
Consequences may include, but are not limited to:		
	K-3 Students	4-5 Students
1st offense:	Teacher-student conference, parent contact may be made	Teacher-student conference, parent contact, may be asked to redo assignment, lower grade on assignment
2nd offense:	Parent notification/conference with teacher and student	Parent, teacher, student conference, may be asked to redo assignment for a lower grade
3rd offense:	Parent, teacher, principal conference, additional consequences may include assignment of detention, loss of recess to redo work, loss of privileges, impact on citizenship grade	<ul style="list-style-type: none"> • Referral to Principal • Parent, teacher, principal conference • No credit for the assignment • Other options may include loss of privileges, impact on citizenship grade, referral to counselor

Middle School	
At the middle school level, violations are cumulative and do not start over at the beginning of each grade level. Consequences may include, but are not limited to:	
1st offense:	<ul style="list-style-type: none"> • Teacher makes voice contact with parent • Referral to Assistant Principal • Zero on assignment/test, as determined by the classroom teacher • Detention assignment • Unsatisfactory in citizenship for that grading period
2nd offense:	<ul style="list-style-type: none"> • Teacher makes voice contact with parent • Referral to Assistant Principal • Zero on assignment/test, as determined by the classroom teacher • Unsatisfactory citizenship grade for remainder of that grading period, as determined by the classroom teacher • Saturday School assignment

SECTION 3.40.1 Guidelines for Academic Honesty

3rd offense:	<ul style="list-style-type: none"> • Teacher makes voice contact with parent • Referral to Assistant Principal • Zero on assignment/test, as determined by the classroom teacher • Unsatisfactory citizenship grade for remainder of that grading period, as determined by the classroom teacher • Saturday School or suspension • Parent-teacher conference with administrator upon return from suspension
--------------------------------	---

High School

At the high school level, violations are cumulative and do not start over at the beginning of each year.

These guidelines do not prevent school administrators from imposing a more severe consequence based on the seriousness of the offense(s) at issue. *

Academic Honesty Violation - Level 1

Plagiarizing or copying of homework or daily classroom assignments

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • Initial parent contact by teacher • Information Only Referral to Assistant Principal • "0" on assignment, as determined by the classroom teacher • May result in "U" in citizenship for the six- or twelve-week progress report, as determined by the classroom teacher 	<ul style="list-style-type: none"> • Initial parent contact by teacher • Parent conference scheduled with Assistant Principal and teacher • Action Referral to Assistant Principal • Placement on Academic Honesty Probation for remainder of high school • "0" on assignment, as determined by the classroom teacher • Possible "U" in citizenship for the semester, as determined by the classroom teacher 	<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • "0" on assignment, as determined by the classroom teacher • Citizenship grade of "U" for the semester, as determined by the classroom teacher • Behavior contract established with student, parent, and administration • May result in "F" in class, as determined by the classroom teacher

SECTION 3.40.1 Guidelines for Academic Honesty

Academic Honesty Violation - Level 2

- Cheating on classroom tests, quizzes, major projects, standardized tests
- Fabrication/Falsification
- Theft or alteration of materials or equipment
- Plagiarism
- Forgery
- Unauthorized collaboration

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • Placement on Academic Honesty Probation for remainder of high school • Possible home suspension • "0" on assignment, as determined by the classroom teacher • May result in "U" in citizenship for the grading period, as determined by the classroom teacher 	<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • Possible home suspension • "0" on assignment, as determined by the classroom teacher • Citizenship grade of "U" for the grading period, as determined by the classroom teacher • Behavior contract established with student, parent, and administration • If second offense is in same class as the first offense then: <ul style="list-style-type: none"> ○ "Withdraw/ Fail", as determined by the classroom teacher ○ Removal from class to an appropriate setting 	<ul style="list-style-type: none"> • Action Referral to Assistant Principal • Parent conference scheduled with Assistant Principal and teacher • "Withdraw/Fail" and grade of "U" in citizenship in the class the infraction occurred, as determined by the classroom teacher • Removal from class to an appropriate setting

*Further violations of the Academic Honesty Policy may result in transfer, suspension, and/or expulsion.