

ACADEMIC HONESTY

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 and parents, of secondary students, in writing, at the beginning of each school year.
2. Parents and students at the secondary level 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 and district's discipline rules and procedures.
6. The first point of parent contact is the teacher 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.

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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 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 in responding to acts of academic dishonesty whenever practicable 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.