

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. The well-being of the entire school community depends on the student accepting responsibility for personal conduct in both social and academic endeavors.

The academically honest student produces work representative of his/her own efforts and abilities, whereas the academically dishonest student attempts to show knowledge and skills he/she does not possess by claiming it as his/her own. Academic dishonesty may take many forms, moreover, the practice of academic dishonesty undermines the purposes of education and denies the student his/her right to personal and academic integrity.

The Anaheim Union High School District believes that promoting academic honesty is the responsibility of the total school community. Only when there is a commitment on the part of all concerned can a school's academic environment facilitate a healthy respect among students for the value of academic honesty. In such an environment, students will know that teachers will not ignore or condone cheating, plagiarism, or other acts of academic dishonesty. Students will also know that teachers, administrators, and parents/guardians will hold them accountable for any act of academic dishonesty.

## STAKEHOLDER RESPONSIBILITIES

Promoting an atmosphere of academic honesty is the responsibility of all the stakeholders (student, parent/guardian, teacher, and administrator). 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 principles of academic honesty in completing all school-related tests, quizzes, reports, homework, assignments, projects, activities, and other academic work, both in and out of class. No form of student work is exempted from this policy.

### Parent/Guardian

The parent/guardian is expected to support the Academic Honesty Policy by reviewing the principles of academic honesty with the student and encouraging the student to practice honesty in all matters. The parent/guardian is an important partner in developing the appropriate core character traits; therefore, parent/guardian contact and involvement in all incidences of academic dishonesty is required.

### Teacher

The teacher is expected to encourage honesty and clearly communicate to students that academic dishonesty will not be condoned. He/she will clearly define the appropriate level of student collaboration for each assignment/assessment. Appropriate consequences will be initiated by the teacher when any student is found to have exhibited academic misconduct.

### Administrator

The administrator is expected to support and implement the Academic Honesty Policy with all stakeholders. Administration at each school site shall ensure that specific penalties for academic dishonesty are addressed in the school site discipline plan pursuant to existing state law and district policy.

**DEFINITIONS OF ACADEMIC DISHONESTY****Cheating**

Cheating is using dishonest means in an attempt to obtain credit for academic work. The following offenses, including but not limited to those below, are considered examples of cheating:

- Using/providing notes, documents, answers, aids, or helping another student on any assessment (i.e. test, quiz, exam, etc.) or assignment unless expressly permitted by the teacher.
- Utilizing communication/electronic devices to send or obtain unauthorized information.
- Taking any assessment in the place of another student, or allowing someone else to take an assessment in one's place.
- Looking at another student's paper, talking during an assessment, or violating any other expressed directions given by the teacher.
- Tampering with teacher materials and/or student records.

**Plagiarism**

Plagiarism is any use of another individual's ideas, words, or work without giving him/her appropriate credit. Plagiarism includes, but is not limited to the following: misuse of published material or material acquired from internet sources, and/or the work of another student. The following offenses, including but not limited to those below, are considered examples of plagiarism:

- Paraphrasing or copying any source without giving proper credit to the author.
- Not using denotation when citing sources.
- Turning in any assignment which is not based on one's own research and writing.

**Fabrication**

Fabrication is inventing information, falsifying research/projects, and/or using other products with the intent to deceive. The following offenses, including but not limited to those below, are considered examples of fabrication:

- Creating a false reason to receive special consideration for an assessment or assignment.
- Citing information not taken from the source indicated.
- Submitting a paper, lab report, or other academic exercise containing falsified data or evidence.

### Tampering

Tampering with teacher materials and/or student records for purposes of cheating or fabrication will not be tolerated. Students who tamper with teacher materials and/or student records are subject to all academic honesty consequences.

### CONSEQUENCES

Individual violations of academic honesty are significant. It is the district's intent, through the use of consequences, that the student will learn from his/her mistakes and not exhibit dishonest behavior in the future. Violations of academic honesty are cumulative during the student's entire attendance at district schools.

### Same Class Violations:

#### First Offense

1. Teacher will assign "no credit" (zero/F) for the work in question.
2. Teacher will assign a "U" in citizenship for the current grading period.
3. Teacher will notify parent/guardian.
4. Teacher will submit a referral to the site administration.
5. Administrator will assign Saturday School detention.
6. Administrator will contact parent/guardian regarding the incident.
7. Administrator will enter incident into student's disciplinary/cumulative file.
8. Conference will be held with the parent/guardian and student.

Second Offense

1. Teacher will assign “no credit” (zero/F) for the work in question.
2. Teacher will lower the semester grade by one full letter.
3. Teacher will assign a “U” in citizenship for the semester grade.
4. Teacher will notify parent/guardian.
5. Administrator will contact parent/guardian regarding the incident.
6. Administrator will notify student’s counselor.
7. Student will be ineligible and/or lose eligibility in all academic organizations (National Honor Society, California Scholarship Federation, etc.) for the remainder of the school year.
8. Student will be removed from any elected and/or appointed leadership position for the remainder of the school year.
9. Student will receive no academic recognition at award events, including promotion and graduation ceremonies, for the current school year.

Third Offense

1. Teacher will assign “no credit” (zero/F) for the work in question.
2. Teacher will lower the semester grade by one full letter.
3. Teacher will assign a “U” in citizenship for the semester grade.
4. Teacher will notify parent/guardian.
5. Administrator will assign off-campus suspension
6. Administrator will contact parent/guardian regarding the incident
7. Student may be transferred to another school within the district.
8. Student will be ineligible and/or lose eligibility in all academic organizations (National Honor Society, California Scholarship Federation, etc.) for their entire attendance at district schools.
9. Student will receive no academic recognition at award events, including promotion and graduation ceremonies, for their entire attendance at district schools.

### Multiple Violations

Students who have violations in more than one class or school site during their entire enrollment in the district will receive disciplinary consequences up to and including a recommendation for expulsion.

### STUDENT AIDES

A student aide has the opportunity to learn a variety of duties and activities that provide development in personal skills and training for employment. Due to the level of trust and responsibility this role requires, students serving as aides are expected to adhere to the appropriate standards of behavior and ethics. Therefore, violation of the Academic Honesty Policy by the student aide will result in the following consequences:

### Consequences

1. Teacher will assign a grade of "F" in the course
2. Teacher will notify parent/guardian.
3. Teacher will assign a "U" in citizenship for the current grading period.
4. Teacher will submit referral to the site administration.
5. Administrator will assign off campus suspension.
6. Administrator will drop the student from the course.
7. The grade of "F" will transfer to the new course that replaces the student aide course.
8. Administrator will contact parent/guardian regarding the incident.
9. Administrator will enter incident into student's disciplinary/cumulative file.
10. Student will be ineligible to serve as a student aide for the duration of the student's enrollment in the district.

### STATE, NATIONAL, AND INTERNATIONAL ASSESSMENT

A student who violates the Academic Honesty Policy while taking a major state, national, and/or international examination (such as CAHSEE, STAR, AP, IB, PSAT, PLAN, SAT, ACT, etc.) jeopardizes the academic reputation, integrity, and future of all other students within the district. Therefore, he/she will receive the following consequences in addition to those outlined in the directions for administration of the specific test. All consequences apply for the duration of the student's enrollment in the district.

1. Administrator will assign off-campus suspension.
2. Administrator will contact parent/guardian regarding the incident.
3. Administrator will schedule a Local School Placement Committee meeting.
4. Student will be transferred to another school within the district.
  
5. Student may be removed from academic programs (such as AP, IB, honors, etc.). Student will receive no academic recognition at award events, including promotion and graduation ceremonies.
6. Student will be ineligible and/or lose eligibility in all academic organizations (National Honor Society, California Scholarship Federation, etc.).
7. Student will be ineligible and/or removed from any elected or appointed leadership position.
8. Student may be recommended for other disciplinary action.

#### APPEAL PROCESS

The burden shall be on the appealing party to demonstrate why the school's decision should be overruled. Appeals shall be made to the school principal. Secondary appeals may be addressed to the Director, Instructional Services and/or the Assistant Superintendent, Education. The decision of the district shall be final.

Board of Trustees  
Legal Reference  
EDUCATION CODE  
35291-35291.5 Rules  
July 2006