

**ACTIVITIES**

**Academic Honesty; Cheating**

In accordance with Policy 5131.9, the Board of Education has directed that staff instruct students in the principles of academic honesty, that students be disciplined for infractions, and that parents and students be notified annually in writing of the rules and regulations.

While these rules and regulations regarding academic honesty are for the guidance of teachers and school administrators, they need to be communicated to students and parents in appropriate language and example.

**ACADEMIC DISHONESTY** is defined as the act of obtaining or attempting to obtain credit for work by dishonest, deceptive, fraudulent, or unauthorized means. Collaborative work is not academic dishonesty when specifically permitted or required by a teacher.

**CHEATING** -- These offenses, or offenses deemed to be similar, are considered examples of academic dishonesty when used to benefit a student.

- Copying another student's homework, test, lab report or data.
- Unauthorized use of textbooks, notes, computer programs, or written aides during a test or quiz.
- Writing formulas, codes, key words, or other forms of answers on your body, clothing, or other objects for use during an exam.
- Looking at another student's paper or talking during a test or quiz.
- Helping another student to cheat on an exam or assignment.
- Exchanging questions or answers with another student either before, during or after an exam.
- Submitting all or part of someone else's assignment as your own.
- Plagiarizing any material, including material from the Internet, books, databases, encyclopedias, magazines, or other sources, without giving the author/artist name and/or source. To plagiarize is to steal or present someone else's work as your own, to commit "literary theft," or to present an idea or product taken from an existing source as new and original.
- Submitting or using falsified data or records.

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- Providing material (answers or work) to be used by someone else as his/her own work, i.e., providing homework answers or test information to another student.
- Changing the grade or score of an assignment or exam.
  
- Not following additional guidelines as provided by a teacher, class, or department.

**Disciplinary Action**

A. Grades K-8

1. First Offense

The teacher gives a failing grade for the assignment and has a verified parent contact. Both the student and parent should understand that academic dishonesty is a serious matter. A report of the incident shall be given to the principal.

2. Second Offense

The student shall receive a failing grade for that subject for that grading period and the citizenship grade will be lowered. Parent conference by the teacher is required. A report of the incident shall be given to the Principal, with possible removal from extra curricular activities and honor societies.

B. Grades 9-12

1. First Offense

- a. The teacher refers the student to the administration and may suspend from class.
- b. Teacher assigns a zero for the work and lowers the citizenship grade.
- c. The teacher contacts the parent.
- d. The administrator may assign detention, suspension, Saturday School, or other appropriate disciplinary action. A notation of the violation and discipline will be made in the student's discipline file. Letters of recommendation may reflect disciplinary infractions.

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- e. In any case where the first instance of academic dishonesty was serious, premeditated, part of a larger scheme, or performed as a teacher's aide, the student will be referred to Team Guidance. Team Guidance will consider any of the following actions: removal from the class with loss of credit, student behavior contract, school transfer, expulsion, suspension or removal from extracurricular activities or leadership, and/or loss of academic recognition (such as distinguished scholar, valedictorian, salutatorian, NHS or CSF membership, and/or other school recognition). NHS' and CSF's charters outline their procedures. Examples of more serious offenses include, but are not limited to the following:
- Conspiring with other students to cheat on a major project or exam.
  - Stealing, possessing or using a stolen exam or stolen exam answers.
  - Plagiarizing a significant part of a term paper or major research paper or project.

## 2. Second Offense

a. Grades 9-12

- 1) The teacher suspends the student from class with a referral to the administration and a parent contact. The parent will be informed that the second infraction requires a conference with the student, the parent, and an administrator.
- 2) The administrator conducts a student, teacher, parent conference, removing the student from the class with a loss of credit. The administrator will assign Saturday School, suspension, or other appropriate disciplinary action. A notation of the second violation and discipline will be made in the student's discipline file. Letters of recommendation may reflect disciplinary infraction.
- 3) The teacher records a withdrawal grade of "WF" and a citizenship grade of "U."
- 4) After two occurrences and associated documentation of

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remediation efforts, the student will lose any or all academic honors, such as distinguished scholar, valedictorian, salutatorian, NHS or CSF membership, and/or other school recognition. (NHS' and CSF's charters outline procedures.) referral will be made to Team Guidance for consideration of suspension or removal from extracurricular activities or leadership, school transfer, and/or expulsion.

- b. Second Offense (different class and/or different year grades 9-12):
  - 1) The teacher refers the student to the administration and may suspend from class.
  - 2) The teacher assigns a grade of zero for the work and lowers the citizenship grade.
  - 3) The teacher contacts the parent.
  - 4) The administrator also notifies the parent, conducts a conference with student parent, and teacher.
  - 5) The administrator assigns Saturday School, suspension, or other appropriate disciplinary action. A notation of the second violation and discipline will be made in the discipline file. Letters of recommendation may reflect disciplinary infractions.
  - 6) After two occurrences and associated documentation of remediation efforts, the student will lose any or all academic honors, such as distinguished scholar, valedictorian, salutatorian, NHS or CSF membership, and/or other school recognition. (NHS' and CSF's charters outline procedures.) Referral will be made to Team Guidance for consideration of removing the student from the class with loss of credit and recorded "WF," suspension or removal from extracurricular activities or leadership, school transfer, and/or expulsion.

**TAMPERING (OFFICIAL SCHOOL RECORDS)**

- A. Any student who alters official records of any kind (i.e., attendance, grades, discipline, etc.), or who assists or conspires with others to do so, shall be suspended 5 days.

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- B. Students will lose any or all academic honors, such as distinguished scholar, valedictorian, salutatorian, NHS or CSF membership, and/or other school recognition. (NHS' and CSF's charters outline procedures.)
- C. Referral will be made to Team Guidance for consideration of removing the student from the class with loss of credit and recorded "WF," suspension or removal from extracurricular activities or leadership, school transfer, removal from graduation activities, and/or expulsion.
- D. If student remains at the school, the counselor or other administrator will place the student on a probationary contract.
- E. Potential referral to legal agencies.
- F. These penalties shall apply to any alteration, deletion, or addition to a record in the teacher's grade book/roll, data transmission sheets, or in the teacher's or the school's computer records.

**FORGERY / IMPERSONATION** - Forgery is the act of a student signing a parent's, guardian's, staff member's, or any official signature, or the student or accomplice impersonating an adult on the telephone.

- A. First Offense: Parent contact. 1-5 day suspension, and/or detention, possible student study team or Team Guidance referral.

Student Study Team/Team Guidance will consider actions similar to those considered for incidents or academic dishonesty (See section A).

If any student aide placed in a position of trust is involved in forgery, including aiding another student in forgery, the aide will be removed from his/her aide position, and at grades 9-12, dropped with an "WF" grade and loss of credit for the student aide class.

- B. Second Offense: 1-5 day suspension and/or detention, parent conference, and Student Study Team/Team Guidance referral for review similar to incidents of academic dishonesty.

**Students**

**AR 5131.9**

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Report to Board

At the end of each school year an incident report will be made to the Board of Education.

Regulation  
Approved: May 24, 1999

**BREA OLINDA UNIFIED SCHOOL DISTRICT**  
Brea, California