

Regulation 5131.9 ACADEMIC HONESTY

DISTRICT PHILOSOPHY: “PURSUING EXCELLENCE WITH INTEGRITY”

The Fremont Union High School District is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that learning is a process of building skills, constructing knowledge, and communicating ideas, and “learning for learning’s sake” is intrinsically valued. We will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

DEFINITION OF ACADEMIC DISHONESTY

Academic dishonesty is using work, concepts, designs, data, ideas, research, or documentation that is not the student’s own, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):

Academic dishonesty is an act in which a student:	Examples include but are not limited to:
1. Commits plagiarism	<ul style="list-style-type: none">● Copying any work assigned to be done independently.● Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research.● Using the views, opinions, or insights of others without proper acknowledgement
2. Submits falsified or invented work/information instead of actually doing the work, research, or task themselves	<ul style="list-style-type: none">● Changing or creating data in a lab experiment● Writing up a fake interview● Lying about attendance or ability to complete assignments and/or assessments.● Lying about other people being responsible for low grades or missing scores/assignments● Claiming credit for work in a group project when work was done by others .● Attempting to misrepresent the authorship of student work, i.e., having someone else write a

	<p>paper or having an artificial intelligence tool write a paper, in whole or in part.</p>
<p>3. Uses unauthorized tools or materials in any academic work</p>	<ul style="list-style-type: none"> ● Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only. ● Looking at someone else's work product, during an exam, test, or quiz ● Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher ● Asking about assessment questions from someone who has already taken an exam, test, or quiz. ● Using any kind of "cheat notes" during an exam, test, or quiz ● Using an electronic device (calculator, cell phone, camera, laptop/tablet, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz. ● Having unauthorized access to or using stolen exams, tests, or quizzes ● Providing or selling exam, test, or quiz information to other students ● Using an on-line translator for more than words or phrases ● Using artificial intelligence tools when specifically disallowed by the teacher.
<p>4. Misuses or falsifies academic documents</p>	<ul style="list-style-type: none"> ● Altering a transcript or report card ● Signing another person's name to an attendance roster or grade check ● Forging a hallway pass
<p>5. Purposefully damages or hinders the work of others</p>	<ul style="list-style-type: none"> ● Hiding books or reference materials needed to complete an assignment. ● Tampering with lab experiments, art projects, or electronic files of another student. ● Fabricating or altering laboratory data
<p>6. Assists other students in any of these acts</p>	<ul style="list-style-type: none"> ● Knowingly allowing someone else to look at one's work product during an exam, test, or quiz ● Letting others copy one's work. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)

<p>7. Uses Artificial Intelligence to bypass the learning process rather than as a learning tool</p>	<ul style="list-style-type: none"> ● Providing AI with the assignment prompt and using the generated result as the student’s own work product. ● Using AI to brainstorm, note-take, outline when such skills are part of the learning process.
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TEACHER’S PROFESSIONAL JUDGMENT

A teacher’s professional judgment guides the implementation of the FUHSD Academic Honesty Policy/Regulation. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy/Regulation, evaluating any evidence of student misconduct considering the Policy/Regulation, and determining whether the Policy/Regulation has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the FUHSD Academic Honesty Policy/Regulation.

CONSEQUENCES FOR VIOLATIONS

The District considers violations of the FUHSD Academic Honesty Policy/Regulation to be serious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide and districtwide basis, i.e., a violation in one class follows a student to a different class within the school, and a violation at one school follows a student to a different school within the District. Additionally, violations of the FUHSD Academic Honesty Policy/Regulation are cumulative for all the years a student is enrolled in the Fremont Union High School District.

First Offense

- The student will have a reduction in grade/credit (up to, and including, an “F” grade/“0” credit) on the assignment, exam, test, or quiz based upon the teacher’s grading system.
- The student’s semester grade may, at the teacher’s discretion, be lowered by one full letter grade.
- The teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.
- The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the student and the counselor and document the incident/follow-up action in the student information system, Infinite Campus.
- Disciplinary actions may include, but are not limited to,
 - a warning and a signed student/parental statement that acknowledges the violation/penalty and indicates an understanding of further consequences for any subsequent offenses.
 - Referral to Saturday School.
- The student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, or other extracurricular activity for a period of one year from date of the violation.

Second Offense

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus.
- The student will be given an “F” for the six-week grading period in which the incident occurred.
- The student will be dropped from the class with a grade of “F.”
- The student may be suspended from class .

Third/Continuing Offenses

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus.
- The student will be dropped from the class with a grade of “F.”
- The student may be suspended from class .
- The student may be referred to the District’s Placement Advisory Committee for transfer to another school.
- The recurring pattern of academic integrity violations will be reported to colleges/universities.

APPEALS PROCESS

Students wishing to contest decisions resulting from the administration of the FUHSD Academic Honesty Policy/Regulation may submit their appeals in writing to the principal.

SHARED RESPONSIBILITY FOR ACADEMIC HONESTY

Administrators, teachers, parents and students must understand, accept, and share responsibilities if this policy/regulation is to be effective.

Student Responsibilities

The student will:

- set aside sufficient time to study.
- participate actively in class and attend regularly.
- protect work—do not lend or borrow work.
- observe test time limits.
- not look at another’s test or allow their test to be seen.
- not talk during a test or about the test until all classes have had a chance to take it.
- not represent as their own the work of a parent, brother, sister, or anyone else.
- not change a test item in any way when the test is returned for review.
- not allow one member of a team to do the whole task.
- learn how to attribute work properly by citation, footnote, and bibliography.
- not enter teacher offices and other restricted areas without permission and/or being accompanied by a staff person.

Parental Responsibilities

The parent will:

- communicate to the student values of moral and ethical behavior.

- refrain from placing undue pressure for high grades at any cost.
- be aware of a student's need for a quiet time and a place to study.
- support the student's efforts, but not edit, type, or in any other way do the work.
- encourage wise use of time.

Teacher Responsibilities

The teacher will:

- review at the beginning of the school year the FUHSD Academic Honesty Policy/Regulation along with their course descriptions/syllabi/green sheets that spell out clearly the consequences for academic dishonesty in their classes; review the various examples and forms of academic dishonesty that should be avoided.
- be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work".
- clarify expectations about the use of AI in their classes, in writing, on their course syllabi.
- keep completed assignments and tests secure.
- inform students if unannounced tests will be used in the course.
- ensure that grades in mark documents and the grade book are private and safe. No student should be able to view any other student's grades.

Administrator Responsibilities

The administrator will:

- ensure that the FUHSD Academic Honesty Policy/Regulation is included in the Annual Notifications that are included in the Online Registration/Back to School Updates each year and is available to access on the school website.
- ensure that the FUHSD Academic Honesty Policy/Regulation Parent/Student Agreement Statement has been signed during the Online Registration/Back to School Updates process annually.
- support teachers in administering discipline and upholding the FUHSD Academic Honesty Policy/Regulation.
- record incident/follow-up action in Infinite Campus; inform teachers about outcome of the referral.
- review on a case-by-case basis the need to reference infractions on Secondary School Reports.
- facilitate conferences and counsel students in every case of academic dishonesty.
- communicate with teachers about students who have prior violations.
- collaborate with teachers in maintaining a secure digital and physical environment.
- review and resolve appeals.

