The following has been copied from the CVUSD District Policies and Procedures Handbook for Parents, Students and Staff. To view the entire handbook, please go to <http://www.conejousd.org/Portals/0/pdfs/CVUSD-DISCIPLINE%20(WEB).pdf>

**ACADEMIC HONESTY**

Philosophy Bd. Pol. 5131.9

The Conejo Valley Unified School District believes that academic honesty requires adherence to ethical principles. Administrators, faculty, students, and parents are engaged in a partnership to uphold the values of integrity, personal accountability, and respect for the rights of others.

A. Parents should emphasize that the most important measure of an education is what is learned and that the grades a student receives should reflect actual learning.

B. Students should realize that the final value of an education is what is learned, that there is real value in integrity, and that the grades received should be the result of honest effort.

C. Teachers must be cognizant that academic dishonesty can be controlled, that guidelines can be implemented, and that grades mean little when dishonesty is accepted and learning is thereby devalued.

D. Parents, teachers, and students need to understand that allowing others to be dishonest without doing something about it is the same as endorsing it and that doing work for or giving answers to others is a form of dishonesty.

**Definition**

Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another’s work as one’s own. Dishonesty during tests or classwork includes unauthorized communicating; copying materials, or allowing another student to copy; using prohibited notes or devices; obtaining prior knowledge of test content; and/or removing or distributing all or part of any test. Copying another person’s assignment or providing homework/classwork for another student to replicate, plagiarism, or submitting a paper or project which is not one’s own work, and submitting falsified information for grading purposes are also examples of dishonesty.

**Preventive Measures**

Academic honesty requires a clear statement of the District policy by the teacher, student/parent awareness of the policy, student compliance with the regulations, and consistent enforcement of the policy by school staff. The best way to deal with dishonesty is to prevent it before it happens. To this end, within the first week of each class, teachers and students will discuss expectations and the importance of doing honest work. Students, parents, and faculty need to understand that they must support each other in order to maintain an atmosphere of openness and honesty.

A. Students will be informed of evaluation procedures and practices, as well as consequences of dishonesty. Permissible cooperative learning activities will be explained.

B. Effective classroom procedures to discourage dishonesty will be consistently implemented by teachers.

C. Uniform administrative regulations to encourage honest work will be in place.

**Consequences Grades 6-8**

A. First Infraction

1. The student will receive a grade of Fail for the work in question.

2. The teacher will conference with the student and notify the parent.

3. A referral will be sent to the assistant principal and counselor.

B. Second Infraction in the Same or Any Other Class

1. The student will receive a grade of Fail for the work in question.

2. There will be a conference involving the parent, teacher, student, and an administrator.

3. The student’s citizenship grade in that class will be lowered to Unsatisfactory for the grading period.

4. The student will be referred to the Student Study Team (SST) for review and recommendation, including examination of current level placement.

5. The student will lose Perfect Point status in the Citizenship Plan for the remainder of that school year.