

Novato Unified School District Board Policy 5131.9 Students - Academic Honesty

The Board of Education believes that personal integrity is basic to all students reaching their full potential by being honest with themselves and with others.

The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. Students who do not cheat, collude, or plagiarize are adversely affected by those who do. The Board expects that students will not cheat, collude or plagiarize.

The Board recognizes that students are more inclined to cheat, collude or plagiarize when there is little likelihood of getting caught. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating, collusion or plagiarism and that anyone discovered cheating, colluding or plagiarizing will be penalized.

Definitions

Cheating is the act of obtaining or attempting to obtain credit for academic work through dishonest means. Collusion is a secret agreement or cooperation especially for an illegal or deceitful purpose. Cheating/collusion includes, but is not limited to:

1. Copying, in part or whole, or otherwise acquired from another's examination, paper (including homework assignments), mathematical calculation(s), research, creative project or the like
2. Submitting as one's own work an examination, paper mathematical calculation(s), research or creative project, or the like which has been purchased, borrowed, or stolen
3. Intentional falsification or invention of data or a source in an academic exercise
4. Using notes, or materials not specifically authorized by the instructor during an examination
5. Any collaboration between a student and another person at times or in ways not permitted by the instructor
6. Intentional falsification of academic records
7. Providing materials, notes, or assignments willingly or unwillingly to someone else.

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgement. Plagiarism includes, but is not limited to:

1. Taking a fact or idea from another source (including text found on the Internet) but presenting it in your own words without identifying the source.
2. Using some wording from a source, identifying the source, but not using quotation marks to identify the exact words of the source.
3. The act of incorporating another's intellectual or creative work such as musical composition, computer program, photograph, painting, drawing, sculpture, research, or the like, as one's own.
4. Copying one or more sentences from a source without identifying the source.

5. Turning in a paper written, even in part, by someone else, including a friend or relative who helped you with your paper, with or without that person's knowledge.
 6. Turning in another student's work.
 7. Turning in a paper purchased or otherwise obtained from a paper mill or other source or that was published in whole or in part elsewhere.
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Consequences*

First Offense

1. Student receives no credit for assignment
2. Parent/guardian is notified via a letter sent home in the mail
3. Student conferences with teacher and administrator
4. Record in Aeries

Second Offense

1. Student receives no credit for the assignment
2. Grade in course where second incident occurred reduced by one letter grade
3. Parent/guardian is notified via a letter sent home in the mail
4. Student conferences with teacher and administrator
5. Record in Aeries

Third Offense

1. Student receives no credit for the assignment
2. Grade in course where third incident occurred reduced to failing
3. Parent/guardian is notified via a letter sent home in the mail
4. Student conferences with parent/guardian, teacher, and administrator
5. Record in Aeries
6. Student is referred to Restorative Justice

**Subject to the discretion of the administration*