

Administrative Regulation 5131.9

Honest behavior is an expectation for all students in the Irvine Unified School District. The purpose of this regulation is to create and maintain an ethical academic environment.

Each school shall work with parents, staff, and student representatives to develop school rules regarding academic honesty which are consistent with the law, and with the Irvine Unified School District policy. In conjunction with the rules of student conduct, the principal of each school shall annually notify all students, parents, or guardians of the rules pertaining to academic honesty, as well as implement preventative measures.

Within Irvine Unified School District it is agreed that there is a shared responsibility to ensure that grades assigned reflect the knowledge and skill level of each student. Acts of academic dishonesty make it difficult to fulfill this responsibility. When academic honesty infractions do occur, consequences shall be based on an evaluation of the specific situation, shall be commensurate with the seriousness of the act, and the previous record of the student. Where appropriate, both at the school and the classroom level, specific consequences for specific dishonest acts shall be determined.

All academic honesty violations, whether handled by a teacher or another school official, shall be documented in the student's discipline file for future reference. Parents/guardians shall be made aware of each academic honesty violation and consequence.

Prevention/ Communication/ Education

Students, staff, and parents/guardians are expected to understand and be able to communicate expectations concerning academic honesty. Opportunities to maximize learning in this area can be accomplished at each school site by engaging in ongoing activities such as the following:

- Academic Honesty expectations and guidelines defined and outlined in student handbooks
- Defining of expectations through PBIS behavior matrices
- Explicit teaching in classrooms within the context of learning experiences
- Inclusion within digital citizenship lessons
- Utilizing anti-plagiarism tools to check work before submittal
- Student/staff presentations to parents/guardians and students
- Information about Academic Honesty shared during the registration process

Definitions of Academic Honesty Behaviors

Specific types of academic honesty infractions are defined below. These definitions do not represent a complete list of possible infractions; rather, they provide examples of the range of conduct which violates academic honesty expectations.

1. Cheating on Tests - Any use of external assistance relating to an examination, test, or quiz without expressed permission of the teacher. This includes looking at another student's paper, sharing answers, possession of materials, or copying another student's paper.
2. Fabrication - Any intentional falsification or invention of data, citation, or other authority in an academic exercise.
3. Unauthorized Collaboration - Collaboration on an assignment between a student and another person, if such collaboration is not expressly directed or permitted by the teacher. This includes copying another student's work, allowing work to be copied or completing assignments for

- others, giving or "passing" any assessments to other students for the following year, or receiving any assessments from other students.
4. Plagiarism - Any representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, has also engaged in plagiarism.
 5. Alteration of Materials - Any intentional and unauthorized alteration of student, teacher, or library instructional or assessment materials. This may include changing answers after the fact.
 6. Theft - Any unauthorized taking, concealment, or alteration of student or teacher instructional or assessment materials or equipment, including, but not limited to, the district data network, internet, and other on-line resources.
 7. Transfer or Use of Unauthorized Materials - includes the use of unapproved translation devices, or any giving or selling of unauthorized materials.
 8. Digital Citizenship Violations - Per Board Policy 6163.4 (Acceptable Use Policy)-Students should refrain from using technological resources for infractions that involve academic dishonesty. These include using technology to copy, plagiarize, collaborate inappropriately, sending or receiving test questions, accessing another's account, or hacking into computer systems.

Responsibilities

Student Responsibility:

- Each student is required to read, understand and abide by their school's academic honesty policy
- Each student is expected to do their own work on individual assignments. This includes test taking, assignments, class work, and the original creation of essays, research papers, and other writing assignments
- Students should complete each assignment with a focus on what is to be learned
- All work submitted by a student should be a true reflection of his or her own effort and ability
- Students should act with integrity, doing what is right even when not acknowledged for it
- Students should actively discourage and refuse to aid in any form, cheating or plagiarism by others
- Abide by district digital citizenship guidelines

Parent/Guardian Responsibility:

- Support his/her student in the understanding of school and district academic honesty guidelines
- Promote and model integrity and core ethical values
- Read, understand and abide by your school's academic honesty policy
- Dialogue with family members about academic honesty including cheating, plagiarism, etc.
- State clear expectations regarding conformance to the school's academic honesty policy
- Monitor assignments to be sure students are doing their own, and not copying from friends or relying too heavily on tutors
- Help and encourage students with school work, without doing it for them
- Monitor student's online and social media activity
- Notify instructors regarding concerns about classroom honesty

Staff Responsibility (Administrator/Teacher/Counselor):

- Reinforce the academic honesty expectations with students

- Set clear (written) academic honesty expectations for various types of homework assignments
- Foster an environment and establish practices that promotes academic honesty before, during, and after testing
- Enforce the district and school academic honesty policies and report instances of academic honesty violations
- Promote and model integrity and core ethical values
- Assign work that is intentionally focused on what is to be learned
- Design assignments that provide necessary practice for valuable learning
- Clearly define when collaboration is appropriate along with guidelines for individual student responsibilities
- Keep apprised of legal guidelines
- Enforce the Academic Honesty policy with consistency by department/PLC team
- Utilize security measures such as anti-plagiarism tools and different versions of assessments.

Restorative Practices

Restorative practices are intended to achieve two goals: genuine learning that leads to a change in behavior, and restoration for the wrongs done to the individuals and communities affected by the student's actions. All parties involved (teacher, student, administrator) agree to a specific plan for the restoration of harm done, including dates for their completion. If all parties do not agree, consequences per guidelines will be enforced.

Restorative practices may include:

- The student participating in a moderated discussion with the teacher or teachers impacted by the infraction.
- The student responding to statements made by those harmed by the infraction
- The student providing potential solutions to repair the harm presented by the infraction
- Self-Reflection (Academic Honesty Reflection statements)
- Read, Reflect, Respond (Vignette/Response)
- Blended Learning Module for Academic Honesty
- Conference with teacher (apologize)
- Student Ownership and understanding of the impact on others

Academic Honesty Action Plan components include:

- I. Description of event
- II. Communication
- III. Restorative Practices
- IV. Consequences

The traditional disciplinary process utilizes defined categories to outline different levels of academic honesty infractions or progressive consequences due to repeated infractions.

Category A includes but is not limited to:

- Copying any minor assignment from any other source or a portion thereof, such as a one-night homework assignment (not including tests or quizzes) assigned to be done independently.
- Collaborating on a minor assignment in a manner inconsistent with the explicit and implicit expectations of the assignment for individual work.
- Sharing work on a minor assignment with another student with the reasonable expectation and intention that the other student(s) might plagiarize that work.

Category B includes but is not limited to:

- Any violation on a major assignment (such as Tests, Quizzes, Labs, Projects, Essays, assignments requiring multiple days to complete, etc.) that is consistent with the descriptions set forth in the Category A violations above.
- Submitting plagiarized work, (other than on a minor assignment as defined in Category A.)
- Sharing work inconsistent with class/course expectations and instructions.
- Looking at another student's work or paper during an exam, test, or quiz.
- Talking to or communicating with another student during an exam, test, or quiz.
- Using any unauthorized material or device during an exam, test, or quiz (including translators, calculators, cell phone, etc.).
- Giving or receiving test information, in any form, to or from students in other periods of the same teacher or the same course or from previous school years.
- Repetitive deception about completion or submission of work.
- Altering a returned quiz, test or assignment with the purpose of deceiving the teacher about the student's performance on that assignment.
- Accessing exam content, projects, or assignments without expressed consent from instructor.
- Multiple Category A infractions

Category C includes but is not limited to:

- Distributing exams, projects, or assignments.
- Stealing (may include photographing) exams, projects or assignments.
- Altering grades on a computer database or in a grade book.
- Multiple Category B infractions

Academic Honesty Infraction Consequences by Category (see below)

Category A Consequences	Category B Consequences	Category C Consequences
<p>Teacher conferences with student.</p> <p>Teacher notifies administrator and has the opportunity to participate in the Academic Honesty Action Plan.</p> <p>Teacher notifies parent/guardian.</p> <p>Administrator logs infraction into Aeries Assertive Discipline Screen.</p> <p>Meeting held with student, teacher, and admin to create AH Action Plan. Parent/guardian communication included.</p> <p>Student does not receive credit on assignment or assessment pending fulfillment of AH Action Plan. If the plan is not successfully completed, student will not have the opportunity to make up assignment/assessment.</p> <p>Restorative practices may be included in the AH Action Plan contingent on mutual agreement between teacher and student.</p> <p>If student successfully completes AH Action Plan, student may receive full or partial credit as determined by the teacher.</p> <p>Parameters to be determined by the teacher may include: student redoing the assignment, replacing with another assignment, or revisiting in an alternative manner by the end of the semester.</p> <p>Options for supervision can include the classroom, detention or Saturday School, or other area by agreement.</p> <p>Student may be assigned a detention, Saturday School or similar consequence where the student may be required to complete an additional assignment that addresses the same skill or content objective being assessed by the initial assignment.</p>	<p>Teacher conferences with student.</p> <p>Teacher notifies administrator and has the opportunity to participate in the Academic Honesty Action Plan.</p> <p>Teacher notifies parent/guardian</p> <p>Administrator logs infraction into Aeries Assertive Discipline Screen.</p> <p>Meeting held with student, teacher, and admin to create AH Action Plan. Parent/guardian communication included.</p> <p>Student does not receive credit on assignment or assessment pending fulfillment of AH Action Plan. If the plan is not successfully completed, student will not have the opportunity to make up assignment/assessment.</p> <p>Restorative Practices may be included in the AH Action Plan contingent on mutual agreement between teacher and student.</p> <p>If student successfully completes AH Action Plan, student may receive full or partial credit as determined by the teacher.</p> <p>Parameters to be determined by the teacher may include: student redoing the assignment/assessment, replacing with another assessment, or revisiting in an alternative manner by the end of the semester.</p> <p>Options for supervision can include the classroom, detention or Saturday School, or other area by agreement</p> <p>Student may be assigned Saturday School or similar consequence where the student may be required to complete an additional assignment that addresses the same skill or content objective being assessed by the initial assignment.</p> <p>Student may become ineligible for any</p>	<p>Teacher conferences with student.</p> <p>Teacher notifies administrator and has the opportunity to participate in the Academic Honesty Action Plan.</p> <p>Teacher notifies parent/guardian</p> <p>Administrator logs infraction into Aeries Assertive Discipline Screen and meets with student and parent/guardian.</p> <p>Student does not receive credit on assignment or assessment. Additional consequences may include being dropped from the class with a WF, or being transferred to another class or program.</p> <p>Student may receive consequences such as Saturday school, in-school or at-home suspension if student has prior AH violations and has failed to respond to other means of correction.</p> <p>Student's teachers and teacher advisor are notified of the violation.</p> <p>Student will become ineligible for any academic or scholastic award or honor society within the same year of the infraction.</p> <p>Counselors will report concerns about the student's academic integrity in college recommendations when required by a college or university.</p> <p>Student athlete participants or VAPA extra-curricular participants may have additional consequences per the athletic code/participant agreements which may include loss of athletic privilege for a specified number of days.</p> <p>Participation in student leadership positions will be re-evaluated with possible revocation of privileges, suspension, or probation for a specified number of days.</p>

	<p>academic or scholastic award or honor society within the same year of the infraction.</p> <p>Student athlete participants, VAPA extra-curricular participants, or student leadership participants may have additional consequences per the athletic code/participant agreements which may include loss of athletic privilege for a specified number of days.</p>	<p>Student may have the opportunity to be involved with teacher and administrator in developing an AH Action Plan, including restorative practices. This may include completing a community service project related to academics or other appropriate consequences.</p>
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