



Academic Honesty Policy

Glendale Unified School District values honesty and academic integrity; therefore, we pledge to help students understand these values and their importance. When cheating does occur, we will follow a progressive discipline system.

Cheating includes but is not limited to (adapted from The School for Ethical Education-Integrity Works!-www.ethicsed.org):

- Unpermitted collaboration on assigned work, or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports, and homework
- Using unauthorized materials (electronically on calculators or cell phones or crib notes) to complete an examination or assignment
- Plagiarism, presenting another person's work as one's own without assigning proper credit
- Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval
- Copying from others during a test, examinations, quiz or homework
- Unauthorized exchange of information during a test or while others are taking a test
- Copying parts of an exam and giving it to other students who have to take the test
- Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals, or other assignments
- Changing, altering, or being an accessory to changing or altering a grade on a test, assignment, or project
- Violating any other specific procedures specified by the teacher

Academic honesty starts with a conversation between the student and teacher. If cheating occurred, there is a discussion with the teacher and the student



regardless if it is on a homework assignment, classwork, an essay, quiz, test, final, project or on an electronic device. The student is sent to the office to be counseled and the incident documented using the following progressive discipline actions:

FIRST OFFENSE

- Office referral
- Parent contacted by teacher
- Zero on the assignment
- "U" in citizenship (semester of the incident)
- Teacher will assign consequences
- Will be excluded from academic honor societies, including but not limited to California Junior Scholastic Federation (CJSF)
- Contract signed (summarizing the incident and stating consequences of next offense)

SECOND OFFENSE

- Office referral
- Parent contacted by teacher
- Zero on the assignment
- "U" in citizenship (semester of the incident)
- In-school suspension (1-2 days)
- Contract signed (summarizing the incident and stating consequences of next offense)
- Conference held between parent, counselor, student and administrator

3RD OFFENSE + ANY ADDITIONAL OFFENSES:

- Office referral
- Parent contact
- Zero on the assignment
- "U" in Citizenship (semester of the incident)



- Official Suspension off campus (1- 5 days)
 - Making up missed school work while on a suspension is at the discretion of the teacher]
- Conference between parent, counselor, student and administrator
 - Student may be suspended or excluded from school activities such as extracurricular activities (sports, band, cheerlead- ing, drama, robotics etc.) and/or Advanced courses for up to a semester/year, if the time commitment is determined to be a contributing factor to the academic dishonesty

Contract signed (summarizing the incident and stating consequences of next offense)

Student cheating consequences are cumulative and remain on the student's record throughout their middle school years. However, as a student matures and/or learns from their mistakes and can show an understanding of academic integrity by maintaining two full years incident free (from date of incident), any further progressive discipline consequences may be adjusted. The administrative team will evaluate each student on a case-by-case basis to determine appropriate next steps.

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973): The Board of Education prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, or gender expression, or association with a person or group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to Dr. Darneika Watson, 223 North Jackson Street, Glendale, CA 91206, (818) 241-3111. A copy of the District's [Uniform Complaint Policy](#) is available by calling (818) 241-3111, ext. 1457. The District's Title IX Coordinator is Dr. Kelly King, Assistant Superintendent, Educational Services, 223 North Jackson Street, Glendale, CA 91206, (818) 241-3111. The District's 504 Coordinator is Hagop Eulmessekian, Director of Student Support Services, 223 North Jackson Street, Glendale, CA, 91206, (818) 241-3111. DISCLAIMER: The translation feature of this website is an automated literal translation service provided by Google. Glendale Unified School District does not certify its accuracy.