

**Pleasanton Unified School District**  
*Academic Integrity - Our Responsibility*

All members of the academic community are responsible for the academic integrity of Pleasanton Unified School District campuses. Existing policies forbid cheating on examinations, plagiarism, and other forms of academic dishonesty. A Code of Academic Conduct exists in order to support high standards of behavior. Under the Code of Academic Conduct, students, staff, and community share responsibility for academic integrity. Working together with site administration, it is important that each school community develop an environment that discourages academic dishonesty. PUSD Regulation 5151\* defines academic integrity by four pillars:

Using honest methods to fulfill academic expectations and responsibilities  
Assuring that all academic work is legitimate, truthful work of the pupil

- Submitting examinations, essays, projects, and homework that are free from fraud or deception
- Relying on one's own knowledge and preparation, unless otherwise instructed by the teacher

Responsibility of Students	Responsibility of Faculty/Staff	Responsibility of Community (Parents)
<b>Be honest</b> <ul style="list-style-type: none"> <li>• Use honest methods to fulfill academic expectations and responsibilities.</li> </ul>	<b>Clearly inform students of course and grading requirements</b>	<b>Share expectations with students, stressing honesty and fairness</b>
<b>Act fairly toward others</b> <ul style="list-style-type: none"> <li>• For example, do not disrupt or seek an unfair advantage over others or allow eyes to wander during exams.</li> </ul>	<b>Use examination formats that discourage academic misconduct</b>	<b>Encourage students to be pro-active in pursuing academic integrity</b>
<b>Take group and individual responsibility for honorable behavior</b> <ul style="list-style-type: none"> <li>• Collectively, as well as individually, make every effort to prevent and avoid academic misconduct and report acts of misconduct.</li> </ul>	<b>Call attention to the Code of Academic Conduct</b>	<b>Help students to develop strong study skills and manage their time effectively; provide time and space for students to work from home</b>
<b>Unless permitted by teacher, do not work with others on coursework</b> <ul style="list-style-type: none"> <li>• This includes in class and at home assignments, including homework. Providing completed homework to others is a violation.</li> </ul>	<b>Monitor examinations and completion of assignments</b>	<b>Encourage students to talk with teachers and counselors if they are uncertain whether behavior would be considered dishonest</b>
<b>Know what plagiarism is and take steps to avoid it</b> <ul style="list-style-type: none"> <li>• When using the words or ideas of another, even if paraphrased in your own words, you must cite your source.</li> </ul>	<b>Help students understand what plagiarism is and how to cite sources</b>	<b>Help students see that academic success is more than grades – honestly earned grades are more valuable than grades awarded for dishonest work</b>
<b>Know the difference between individual learning activities and collaborative (cooperative) learning</b> <ul style="list-style-type: none"> <li>• Rely on one's own knowledge and preparation, unless otherwise instructed by the teacher</li> </ul>	<b>Instruct and counsel pupils on academic integrity and follow Code of Academic Conduct procedures</b>	<b>Work with students and the school to insure that the five fundamentals of academic integrity are emphasized – honesty, trust, fairness, respect, and responsibility</b>

\*Procedures: annual distribution, teacher discussion with each class, and posting.

Due Process: prompt investigation, written notice, explanation, meeting, and appeal rights.

Actions: counsel, notification of violations, grade reduction potential, counseling, and consequences.

Please see Regulation 5151 for complete information on procedures, due process and pupil rights, and actions to insure accountability.