

Exhibit 5131.9-E(1): Academic Honesty

Status ADOPTED Original Adopted Date: 05/25/1993 | Last Revised Date: 04/29/2025 | Last Reviewed Date: 04/29/2025

Statement of Philosophy

Redwood High School is committed to encouraging students to experience the joy of accomplishment in school and in their personal lives, to discover their full potential, to value an atmosphere of trust and respect, to assume responsibility for their own ethical behavior and to foster ethical behavior in others.

Acknowledgment

In pursuit of this ideal, a committee of students, parents and teachers has developed a policy for Redwood High School which reflects this commitment. The committee acknowledges that:

- academic honesty is a shared responsibility among students, parents, and school staff.
- the many school students who do not cheat are adversely affected by those who do.
- high school students are under more pressure than ever to achieve high grades.
- teachers must create conditions which encourage ethical behavior.
- there is a need for students to experience rewards for good ethics.

Definition of Cheating

Cheating includes but is not limited to the following:

- claiming credit for work which is not your own.
- allowing others to claim credit for your work.
- using notes or other unauthorized material during a test.

Consequences

Students who cheat at Redwood will be subject to the following consequences:

First Incident

- a zero or double the failing grade on submitted work.
- notification of the assistant principal.
- notification of parents.

Second Incident

- a zero or double the failing grade on submitted work.
- conference with the assistant principal, teacher, and parents.
- a written contract in which the student commits to ethical practices.
- a two-day suspension from the class in which the incident occurs.

Third Incident

- referral to the assistant principal for a hearing involving the student, the teacher, the parents, and the counselor the purpose of which is to determine consequences which may include but are not limited to:
- a zero or double the failing grade on submitted work.
- suspension from class and/or school.
- loss of credit for the class in which the incident occurred.
- inclusion of the incident in the student's cumulative file.

Exhibit 5131.9-E(1): Academic Honesty

Status ADOPTED Original Adopted Date: 05/25/1993 | Last Revised Date: 04/29/2025 | Last Reviewed Date:

The mission of the Tamalpais Union High School District is to educate students to be critical thinkers who are caring, collaborative, and knowledgeable community members who will work to improve a diverse and dynamic society.

As the landscape of accessible information constantly changes, our values around Academic Honesty guide us back to our mission, Graduate Profile, and our shared commitment to create an atmosphere of trust and respect, for students to assume responsibility for their own ethical behavior, and to foster ethical behavior in others.

We define **ethical behavior** as a learning environment where:

- Students uphold learning goals as worthwhile and achievable based on their class attendance and engagement with instruction, resources, and support provided by teachers
- Students demonstrate authentic learning when they produce work that reflects their skills and understanding
- Students believe they are part of a community where everyone holds themselves and each other to the highest standard

In pursuit of this ideal, we acknowledge that:

- Academic honesty is a shared expectation and responsibility among students, families and school staff
- Many students who exhibit academic honesty are adversely affected by those students who do not
- High school students are under significant pressure to achieve high grades
- Teachers must create conditions which encourage ethical behavior
- Students are recognized for upholding academic honesty while there are consequences for those who do not
- All courses, programs and extracurricular activities uphold these same standards

Use of Artificial Intelligence (AI)

- We acknowledge that Artificial Intelligence is expanding at exponential rates and is infused into our day to day technology. As an Academic Institution, we expect that our students engage in their own learning and are able to demonstrate their mastery of the content and college-career ready skills taught in our courses. It is expected that:
 - Students are responsible for accurately representing their independent thinking and understanding, which includes being able to recreate the work without digital access or under other conditions.
 - Students must be able to credit or document the sources or processes used to complete an assignment, demonstrating why a particular source was chosen and how it influenced the created work.
 - Students must be able to explain how an element of their work contributes to the logical flow and argumentation, providing the rationale behind the choice of any generated work element.

These are signs that justify a closer look at a student's work to ensure academic honesty, but are not limited to:

- use of uncited or undocumented material
- incorporation of factually questionable material
- repeated presentation of results without justification
- logically disconnected elements in argumentation in work
- student is unable to explain their thinking or work
- report by others of suspected dishonesty

Violations to the Academic Honesty Policy are also referred to as "Academic Dishonesty," throughout the remainder of this document.

Academic Dishonesty may include, but is not limited to, the following:

1. **Cheating** - Using notes, electronic devices, or other unauthorized material to gain an unfair advantage over other students

2. **Copying**- Using anyone else's work or allowing another student to copy one's work
3. **Misrepresentation**- Any work, product, essay, or assessment where a student intentionally misrepresents or claims credit for work not one's own (copying homework, test answers, etc). This includes submitting work substantially done by someone else (parent, tutor, sibling, etc.), or allowing others to copy your homework or assignments
4. **Plagiarism** - copying published works on the ideas of others without proper source attribution, including downloading of computer files, either directly or with only minor editing
5. **Unauthorized Collaboration** - Being involved in unauthorized communication during a test or other assessment
6. **Reusing Previously Graded Work** - Unauthorized submission of work for one class that has already been accepted for credit in another class or school
7. **Use of Unauthorized Materials** - Accessing or providing unauthorized material before assessment, including revealing test information. Unauthorized use of the translation program in World Languages
8. **Falsification** - Forgery or intentional falsification of data, or any academic work
9. **Theft** - Theft of assessment materials or the transfer to others - giving or selling - of unauthorized materials, including intellectual property, digital or otherwise
10. **Unauthorized Transmission** - Photographing or recording assessment materials and distributing the image to others
11. **Generative Intelligence Use** - Use of Artificial Intelligence (AI) to execute any part of the learning process without approval by the course instructor; use of AI to produce all or part of a product submitted in place of the student's own critical thinking, creativity, writing, or other skill being assessed
 - o When AI is explicitly stated by the instructor to be used, proper credit must be indicated.

Consequences for Violation of Academic Honesty Policy

Academic Dishonesty offenses are cumulative throughout the high school years, including offenses committed during summer school.

Teachers shall report all incidences of Academic Dishonesty to administration. Administration will investigate including conferencing the student, parent, and teacher, in order to determine if the student has violated the TUHSD Academic Honesty Policy. Conduct which violates the Academic Honesty Policy will be documented in the TUHSD Student Information System.

Investigation Process:

Students who are suspected of engaging in Academic Dishonesty will be provided Due Process using the following steps:

- The teacher will meet with the student to discuss their concerns regarding academic honesty in person.
- The teacher will email the student's parent/guardian, counselor, administrator and case manager (if applicable) about their concerns.
- The student's administrator will investigate the alleged violation, conference with the student, parent, and teacher to gather relevant information and determine if the Academic Honesty Policy was violated.

Disciplinary Process:

If it is determined the student violated the Academic Honesty Policy the following guidelines will be followed:

Level 1: Initial Academic Honesty Violation

- The administrator will record an academic honesty violation in the TUHSD Student Information System including the details about the violation.
- The student will earn a zero grade on the submitted work.
- Any violation that has occurred that involves the alteration or falsification of records or assessments and/or theft, attempted theft, of records or assessments, the consequence will automatically be elevated to a Level 2 offense and student will be given a Suspension or Alternative to Suspension

Level 2: Continued Academic Honesty Violation

- The administrator will record an academic honesty violation in TUHSD Student Information System including the details about the violation.
- The student will earn a zero grade on the submitted work.
- The student will be denied membership in CSF and/or Honor society for the next semester after the incident occurred.
- The student will be referred to the administrator for support in developing ethical behavior with mandatory learning.
- The student will be placed on an Academic Honesty agreement.
- Any violation that has occurred that involves the alteration or falsification of records or assessments

and/or theft, attempted theft, of records or assessments, will be elevated to Level 3 offense and result in a Suspension or Alternative to Suspension

Level 3: Habitual Academic Honesty Violation

- The administrator will record an academic honesty violation in TUHSD Student Information System including the details about the violation.
- The student will earn a zero grade on the submitted work.
- The student will be denied membership in CSF and/or Honor society for the remaining semesters of high school.
- The student will be denied participation in or removed from student leadership at the site including Peer Tutoring, All Student Body Leadership, Peer Resource, School Journalism Programs, Mentoring programs, etc. Student will be removed from the above referenced leadership course in a timely manner and will receive a No Credit on their transcript.
- Any violation that has occurred that involves the alteration or falsification of records or assessments and/or theft, attempted theft, of records or assessments, will result in a Suspension or Alternative to Suspension