

SunRidge Charter School
ACADEMIC INTEGRITY POLICY

PURPOSE

The purpose of the Academic Integrity Policy is to set clear guidelines and expectations for academic integrity that foster an environment that encourages honesty, fairness and high academic standards.

EXPECTATIONS

Our expectation is that SunRidge students shall consistently represent themselves and their schoolwork with honesty and openness so as to always convey the complete truth. Students shall do their own work without cheating and without interfering with other students' efforts. If sources are allowed they must be properly acknowledged.

Parents and other interested parties may assist students with assignments and homework so long as each of them complies with the teacher's instructions and these policies. Parents and other interested parties shall not provide answers or directly perform students' assignments on their behalf.

DEFINITIONS

Purposeful or negligent misrepresentation includes, but it is not limited to, acts of cheating, collusion and plagiarism.

- A. Cheating is the act of obtaining or attempting to obtain credit for academic work through dishonest means. Collusion is a secret and/or unallowed agreement or cooperation especially for an illegal or deceitful purpose. Examples of cheating and/or colluding include, but are not limited to:
- a) Copying, in part or whole, or otherwise acquired from another's examination, assignments (in class or homework) mathematical calculations(s), research, creative project or the like;
 - b) Submitting as one's own work an examination, assignments (in class or homework), mathematical calculations(s), research or creative project, or the like which has been purchased, borrowed, or stolen;
 - c) Intentional falsification or invention of data or a source in an academic exercise;
 - d) Using notes, or materials not specifically authorized by the instructor during an examination;
 - e) Any collaboration between a student and another person at times or in ways not permitted by the instructor;
 - f) Intentional falsification of academic records;
 - g) Except when part of a teacher-approved cooperative project, providing materials, notes or assignments for someone else to turn in as their own.
- B. 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 appropriate acknowledgement. Examples of plagiarism include but are not limited to:
- a) Taking a fact or idea from another source (including text found on the Internet) but presenting it in your own words without disclosing the source.

- b) Using some wording from a source, identifying the source, but not using quotation marks to identify the exact words of the source.
- c) The act of incorporating another's intellectual or creative work such as musical composition, computer program, photograph, painting drawing, sculpture, research, the like, into one's own without the proper permission and disclosure.
- d) Copying one or more specific phrases or sentences from a source without disclosing the source.
- e) 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 and consent.
- f) Turning in a paper purchased or otherwise obtained from a paper mill or other source or that was created or published in whole or in part by someone else.
- g) Copying the order of ideas of a work completed by somebody else.

VIOLATION CONSEQUENCES

The following consequences will be applied in cases of cheating and/or plagiarism at SunRidge School:

- A. First Offense
 - a) Conference with teacher, parents, student, and director in which this Policy is reviewed and signed by all parties.
 - b) Student work in question is copied and attached to an official letter sent to parents.
 - c) Student may rewrite the assignment for credit. A "C" will be the highest possible grade given for the rewrite.
- B. Second Offense
 - a) Conference with teacher, parents, student, and director.
 - b) Record in permanent cumulative file.
 - c) Student receives no credit for that assignment.
- C. Third Offense
 - a) Conference with teacher, parents, student, and director.
 - b) Record in permanent cumulative file.
 - c) Student receives a failing grade for block/subject.
 - d) Suspension

Note: Retaliation in any form against another student for reporting a violation of this policy will be treated as harassment and will result in a behavior report and a minimum one-day suspension.

Note: This policy was adapted largely from that written by the Novato Charter School and used with their permission.