

**NOVATO CHARTER SCHOOL
BOARD POLICY
ACADEMIC INTEGRITY**

I. PURPOSE

- A. To foster an environment that encourages honesty, fairness and high academic standards.
- B. To set clear guidelines and expectations for academic integrity.

II. AUTHORITY

- A. Director

III. BACKGROUND

The school's expectations are that:

- A. Students shall consistently represent themselves and their schoolwork with honesty and openness so as to always convey the complete truth. For example, students shall do his or her own work without cheating and without interfering with other students' efforts. If sources are allowed they must be properly acknowledged.
- B. Parents and other interested parties may assist students with assignments and homework so long as each of them complies with the teacher's instructions, school policies and applicable laws. Parents and other interested parties shall not provide answers or directly perform students' assignments on their behalf.

IV. DEFINITIONS

Purposeful or negligent misrepresentation includes, but it is not limited to, acts of cheating, collusion and plagiarism which conflict with Novato Charter School policies, teachers' instructions or applicable laws.

- 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) Providing materials, notes or assignments willingly or unwillingly to someone else without teacher permission.
- 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.

V. VIOLATION CONSEQUENCES

The following stated consequences will be applied in cases of cheating and/or plagiarism at Novato Charter 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 (see Exhibit A).
 - 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) Suspension/In-House Suspension.
- c) Record in permanent cumulative file.
- d) Student receives a failing grade for block/subject.

EXHIBIT A
OFFICIAL LETTER OF POLICY VIOLATION

Date: _____

Dear Parent or Guardian,

I regret to inform you that _____ has violated the Academic Integrity Policy of Novato Charter School for the _____ time. This offense occurred in _____ class on _____ date.

In our efforts to provide an effective educational environment we must maintain high academic standards for all our students. This includes the expectation that students will complete their own assignments without copying, plagiarizing or cheating. When research is necessary, it is the expectation that the proper acknowledgment of sources will be included along with the assignment.

This letter will be placed in your student’s discipline file and will be used as reference, if further such activity should occur again in any class. Please review the Academic Integrity Policy with your student (found under the Parent Handbook section of the school’s website: www.novatocharterschool.org, or ask the main office for a hard copy).

Violation:

- Plagiarizing work for a report or assignment
- Copying another student’s work
- Cheating on an exam or other assignment
- Doctoring or modifying a score given by a teacher
- Aiding or abetting another student in cheating
- _____

Sincerely,

Teacher

Director

Parent(s)

Student