
ACADEMIC INTEGRITY POLICY

Sage Oak Charter Schools (“SOCS” or the “Charter School”) adopt this Academic Integrity Policy to apply to all students at SOCS.

The school considers academic honesty to be one of its highest values. Students are expected to be the sole authors of his/her work and to exhibit honest behavior and academic integrity. Students must neither give nor receive any unauthorized aid on any test, paper, or assignment. The purpose of this policy is to create and maintain ethics and integrity in all academic endeavors and to provide our students with an understanding of what is and is not acceptable.

Upon enrollment and at the beginning of each school year students and parents/guardians will be required to complete high school orientation, which includes resources on academic integrity and plagiarism and a discussion about the Academic Integrity Code.

Academic Integrity Code: I will not cheat or give or receive any unauthorized aid on any test, paper, or assignment.

Examples of plagiarism and academic dishonesty include, but are not limited to:

1. Quoting someone else's words, sentences, paragraphs, or an entire paper without acknowledging the source
2. Paraphrasing someone else's ideas, opinions, or theory without acknowledging the source
3. Imitating someone else's structure or argument without acknowledging the source
4. Using more of a source than you acknowledged in your citation
5. Copying a fellow student's work, paper, and/or essay and turning it in as your own
6. Copying another student's computer file and submitting the work as your own, or allowing such to happen
7. Buying an essay, paper, or written work online without acknowledging the source

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8. Changing or altering a grade
9. Using teacher manuals or answer keys, exam admin codes, etc.
10. Communicating verbally or nonverbally with another student during a test, or by working on an assignment with another student while in the possession or vicinity of another student's work without prior teacher permission.

Regardless of the student's intent, the above acts constitute plagiarism and/or academic dishonesty. In essence, plagiarism is the theft of someone else's ideas and/or work. Whether a student copies verbatim or simply rephrases the ideas of another without properly acknowledging the source, it is still plagiarism. In the preparation of work submitted to meet course requirements, whether a draft or a final version of a paper or project, students must take great care to distinguish their own ideas and language from information derived from other sources. Sources include published primary and secondary materials, electronic media, and information and opinions gathered directly from other people. It is the responsibility of the student to avoid the appearance of both violating and intending to violate the Academic Integrity Code.

Process for Addressing Incidents of Academic Dishonesty

Consequences for incidents of academic dishonesty are cumulative and are not specific to one course.

First incident:

If a student is suspected of plagiarism or academic dishonesty:

1. The teacher of record will confirm the student plagiarized or has been academically dishonest
2. The teacher of record will fill out the [academic integrity form](#) and notify the Assistant Director, Secondary Education and the Director of Secondary Education. Within 3 days of being notified of the incident the student will review the [level 1 plagiarism resources](#) and fill out the student [academic integrity infraction form](#) outlining the student's understanding of the incident and steps that will be taken to avoid future incidents.

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3. The student will receive an 'F' on the assignment and will redo the assignment. The redone assignment will be graded and the grade averaged with the 'F' earned for the original assignment.
4. Student may be subject to discipline in accordance with applicable due process provisions in accordance with the relevant charter petition, which is available upon request.

Second incident:

If a student is suspected of plagiarism or academic dishonesty for a second time:

1. The student will receive an 'F' for the assignment and re-do the assignment. The redone assignment will be graded, but the grade will not be averaged into the 'F' grade.
2. The teacher of record will fill out the [academic integrity form](#) and notify the Assistant Director, Secondary Education and the Director of Secondary Education. Within 3 days of being notified of the incident the student will review the [level 2 plagiarism resources](#) with his/her parent/guardian and fill out the student [academic integrity infraction form](#) outlining his/her understanding of the incident and steps that will be taken to avoid future incidents.
3. A conference call with the teacher, parent/guardian, and Assistant Director, Secondary Education will be scheduled to explain seriousness and to provide additional support from Turn it In resources.
4. Student may be subject to discipline in accordance with applicable due process provisions in accordance with the relevant charter petition, which is available upon request.

Third incident:

If a student is suspected of plagiarism or academic dishonesty for a third time:

1. The student receives an 'F' on the assignment and will re-do the assignment. The redone assignment will be graded, but the grade will not be averaged into the 'F' grade. The student will receive a reduction of one letter grade for the entire course, regardless of in which courses the first two offenses occurred. The teacher of record will fill out the academic integrity form and notify the Assistant Director, Secondary Education and the Director of Secondary Education. Within 3 days of being notified of the incident the student will review the [level 3 plagiarism resources](#) with his/her parent/guardian and fill out the student [academic integrity infraction form](#) outlining his/her understanding of the incident and steps that will be taken to avoid future incidents.

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2. Conference call with teacher, parent/guardian, Assistant Director, Secondary Education and Director of Secondary Education.
3. Student may be subject to discipline in accordance with applicable due process provisions in accordance with the relevant charter petition, which is available upon request.

Fourth incident:

The student receives an 'F' on the assignment and will re-do the assignment. The redone assignment will be graded, but the grade will not be averaged into the 'F' grade. The final course grade will be lowered by one grade level. The teacher of record will fill out the academic integrity form and notify the Assistant Director, Secondary Education and the Director of Secondary Education. Within 3 days of being notified of the incident the student will review the [level 4 plagiarism resources](#) with his/her parent/guardian and fill out the student [academic integrity infraction form](#) outlining the student's understanding of the incident and steps that will be taken to avoid future incidents.

1. Conference call with teacher, parent/guardian, Assistant Director, Secondary Education , Director of Secondary Education and School Director.
2. Related education records, including disciplinary records, may be provided to colleges or other school districts where the student seeks to enroll or transfer as permitted in accordance with applicable law. Comment will be added to student's report card.
3. Student may be subject to discipline in accordance with applicable due process provisions in accordance with the relevant charter petition, which is available upon request.

Special Education Students

If the at-risk student is an identified Special Education student, including a student with an IEP, the teacher will contact the Special Education Department and comply with all provisions of applicable law in addressing any student conduct concerns, including plagiarism. If the student has a 504 plan the teacher will notify the 504 Coordinator.

Grievance Procedure

The following procedure is established to ensure that students' grievances are addressed fairly by the appropriate persons in a timely manner. The school prohibits discrimination against students/families on the basis of disability, race, creed, color, gender, national origin, or religion.

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If a student is accused of plagiarism, cheating or other forms of academic dishonesty and the parent/guardian and/or student disagrees:

1. The student and parent/guardian will address the Director of Secondary Education in writing with the reason for the grievance, including why they believe the accusation is not accurate/appropriate.
2. The Director of Secondary Education will investigate and respond with a written determination within ten (10) working days.
3. If the concern or grievance is not resolved, the student and parent/guardian may, within ten (10) working days, request a review with the governing board. The board shall investigate and respond to the student and parent/guardian within ten (10) school days after the review. The decision of the board will be accomplished by the vote of a simple majority and the decision is final.