
PARENT/GUARDIAN PROCTOR POLICY

Sage Oak Charter Schools (“SOCS” or “Charter School”) adopt this Parent/Guardian Proctor Policy to apply to SOCS.

The school considers academic honesty to be one of its highest values. Parents/guardians who choose to proctor i-Ready for their own students are expected to follow the guidelines set forth in the parent/guardian proctor training. The purpose of this policy is to create and maintain ethics and integrity in all academic endeavors and to provide our students and parents/guardians with an understanding of what is and is not acceptable.

Examples of inappropriate support include, but are not limited to:

1. Cheating
 - a. To act dishonestly; practice fraud
 - b. To violate rules deliberately
2. Reading passages, questions or answers aloud for the student
3. Use of a calculator, number mat, multiplication table, etc.
4. Use of a dictionary or thesaurus
5. Use of teacher manuals or answer keys
6. Giving hints such as “Remember, we did this...”
7. Asking questions such as “Did you read the whole passage?”
8. Pointing to items on the screen
9. Narrowing down answers
10. Copying questions or taking screenshots
11. Recording test content for use after the test

Regardless of the parent/guardian’s intent, the above acts constitute academic dishonesty as they facilitate in producing test results that are not an accurate reflection of the student’s independent academic abilities.

Examples of appropriate support include, but are not limited to:

1. Reminding the student to scroll down
2. Reminding the student to click the “next” button
3. Encouraging students to make their best guesses
4. Using scratch paper for math

PARENT/GUARDIAN PROCTOR POLICY**Steps for Parent/Guardian Proctoring i-Ready**

Should a parent/guardian choose to proctor i-Ready for their student(s), the following steps will be completed by the parent/guardian:

1. View the Parent/Guardian Proctor Training (video) and/or Parent/Guardian Proctor Training (slides)
2. Complete the Parent/Guardian Proctor Training Confirmation survey, indicating understanding and agreement with the parent/guardian proctoring policy
3. Parents/guardians should contact their teachers with specific questions to ensure understanding

Process for Addressing Incidents of Academic Dishonesty**First incident:**

1. If a student is suspected of academic dishonesty or receiving inappropriate support:
 - a. The assistant director of the assessment and accountability department will evaluate all incidents of academic dishonesty and determine the appropriate course of action.
 - b. The teacher of record (“ToR”) will:
 - i. Confirm the academic dishonesty did, in fact, take place
 - ii. Consult with the assistant director of the assessment and accountability for guidance
 - iii. Proctor i-Ready for the remainder of the school year
 - iv. Proctor i-Ready for all siblings for the remainder of the school year
 - c. The student will:
 - i. Be required to retake the portion/subject of the assessment in which the academic dishonesty took place with the ToR as the proctor

Second incident:

1. If a student is suspected of academic dishonesty or receiving inappropriate support a second time:
 - a. The assistant director of the assessment and accountability department will evaluate all incidents of academic dishonesty and determine the appropriate course of action.
 - b. The ToR will:
 - i. Confirm the academic dishonesty did, in fact, take place
 - ii. Consult with the assistant director of the assessment and accountability for

PARENT/GUARDIAN PROCTOR POLICY

- guidance
- ii. Proctor i-Ready for the remainder of the family's enrollment with SOCS
- iii. Proctor i-Ready for all siblings for the remainder of the family's enrollment with SOCS
- c. The student will be required to retake the portion/subject of the assessment in which the academic dishonesty took place with the ToR as the proctor.

Students with Special Education and 504 Plans

If the student is an identified Special Education student, including a student with an Individual Education Plan (IEP) or a 504 plan (504), the ToR will contact the director of special education and comply with all provisions of applicable law in addressing any student conduct concerns, including cheating.

Grievance Procedure

The following procedure is established to ensure that students' or parent/guardians' 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, gender identity, national origin, or religion.

Student/Parent/Guardian Disagrees

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

1. The student and parent/guardian will address the school administrator in writing with the reason for the grievance, including why they believe the accusation is not accurate/appropriate.
2. The school administrator 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.
4. 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 a vote of a simple majority and the decision is final.