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## ACADEMIC INTEGRITY POLICY

Excel Academy Charter School and its programs (“EACS” or the “Charter School”) adopt this Academic Integrity Policy to apply to all students at EACS.

The school considers academic honesty to be one of its highest values. Students are expected to be the sole authors of their 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 given a back-to-school packet which includes an overview of Excel Academy’s plagiarism policy including how to access and use the Turnitin account. Parents and students will discuss the Academic Integrity Code and sign an Academic Honesty Pledge.

### Definition of Plagiarism

The unauthorized use or close imitation of the language and thoughts of another author, and the representation of them as one's own original work.

- All high school students will sign the [Plagiarism Academic Honesty Pact](#).
- All high school students will submit at least two papers each semester to [Turnitin](#).

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

- Quoting someone else's words, sentences, paragraphs, or an entire paper without acknowledging the source within the paper or written assignment
- Simply listing your sources in the Works Cited page but not citing them in your writing
- Paraphrasing someone else's ideas, opinions, or thoughts without acknowledging the source
- Only citing a portion of the source; even if only one source is used all references need to be cited
- Copying another student's work, paper, and/or essays and turning it in as your own
- Copying another student's computer file or work and submitting the work as your own
- Buying any completed or partial work written by someone else and using it as your own work
- Copying answers from a teacher’s manual rather than using the manual to check answers
- Turning in work that you have done for other classes or writing assignments—this is considered academic dishonesty: you need to turn in original writing for each class

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The above examples represent examples of plagiarism and/or academic dishonesty. Whether a student copies something word-for-word or rephrases the ideas of another student and/or writer without properly acknowledging the source, both constitute examples of plagiarism. Excel Academy recognizes the accessibility of information and online sources. It is therefore imperative for students to review plagiarism and ensure steps to avoid the use of plagiarism in their writing assignments.

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

If a student is suspected of plagiarism or academic dishonesty:

- The Teacher of Record will confirm the student plagiarized or has been academically dishonest.
- Student will receive an F/zero on the assignment in question. The student will be required to redo the assignment by the following Learning Period meeting and may receive a reduction in the grade of that assignment depending on the severity of the academic dishonesty. \*Individual school programs may have specific criteria in this regard.
- The Teacher of Record will consult with school administration to set up a plan to help the student learn about plagiarism and academic dishonesty and how to avoid it in the future. Student must view webinar on academic integrity entitled “A Pirate’s Guide To Plagiarism”

[Plagiarism Webinar.](#)

**Second incident:**

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

- The student will receive an F/zero in the course.
- A conference call with Teacher of Record, parent, and school administrator will be scheduled to explain seriousness, and to provide additional support and let the student know he/she is in danger of being involuntarily withdrawn from the school.

**Third incident:**

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

- Student will receive an F/zero for the entire course, regardless of which courses the first two offenses occurred.

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- Conference with teacher, parent, and school administrator (guidance counselor).
- 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.
- Related educational 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.

**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.

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

- 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.
- The school administrator will investigate and respond with a written determination within ten (10) working days
- 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.

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

**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

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applicable law in addressing any student conduct concerns, including plagiarism. If the student has a 504 plan, the teacher will notify the Intervention Coordinator.