

# Academic Honesty

The District's Graduation Alliance Program expects students to complete their work to the best of their own ability. Cheating (giving or receiving information) and plagiarism on class work may result in a zero grade for the assignment. At the teacher's discretion, students may have the opportunity to complete an additional assignment to make up lost points.

The following procedure governs identification and discipline for instances of academic dishonesty:

- Teacher notifies student in writing that he or she has identified an instance in which the work's authorship is in question. Teacher copies Graduation Alliance principal on the email and includes evidence and notifies the student's Academic Coach.
- Student receives a 0% for the assignment. Student must complete a learning module concerning plagiarism which includes a quiz to check for understanding of what constitutes plagiarism.
- First offense: Student is allowed to retry the assignment
- All other offense result in a 0% with no opportunity to retry
- Teacher sends Graduation Alliance principal an email identifying the alleged infraction and providing evidence to support the allegation. Evidence can include links to websites that have been plagiarized, references to "collaboration catchers" embedded in quizzes/exams, time and date stamps on assignments, inconsistency in quality of work, comprehension of concepts, verbal print, etc. The teacher records the infraction in Graduation Alliance's internal system to track academic dishonesty.
- Student is placed on internal academic watch. Incident is reported to students' other teachers. Student's work is routinely run through plagiarism-identification software.

Additional disciplinary action may be taken as deemed necessary and/or appropriate by the Principal.