

Creating Policy Directions

Directions For Creating Your Own Policies

We recommend that you place your own policies on academic integrity, accessibility, attendance, classroom confidentiality, electronic communication, artificial intelligence, late work, proctoring, student conduct, student grievances, and other course and organizational matters in the course's Resources module. Please refer to the help documents in your LMS for instructions on adding content to your course.

AT A MINIMUM, WE RECOMMEND YOU INCLUDE THE FOLLOWING FOR K-5 COURSE:

Academic dishonesty occurs when a student fails to complete work honestly or fails to follow directions regarding their own work. Examples include:

- Having someone else complete all or part of an assignment instead of doing the work independently.
- Copying words, pictures, or ideas from a book, website, or another person without giving credit to the source (for example, not saying "I found this in a book" or "I saw this online").
- Using notes, websites, or outside help during a quiz or test when the teacher has not given permission.
- Submitting blank work on purpose to get extra time before turning in the real assignment.
- Re-using or turning in work that was already submitted in another class or earlier in the same course.
- Receiving too much help from parents, learning coaches, or others so that the work no longer represents the student's own thinking and understanding.

AT A MINIMUM, WE RECOMMEND YOU INCLUDE THE FOLLOWING FOR 6-12 COURSES:

Academic dishonesty occurs when a student fails to complete work honestly or fails to follow directions regarding their own work. Examples include:

- Misrepresenting one's knowledge through acts of cheating.
- Plagiarism—using words, ideas, or work products attributable to another person or source without attributing those elements to the source.
- Obtaining information about assessment questions (including quizzes and exams) before completing the assessments.
- Submitting blank assignments purposefully to gain additional time for completion.
- Using unauthorized notes or outside materials during quizzes and exams.
- Turning in previously submitted work in response to projects or writing assignments, including those created by the student in other classes or previous attempts at the same course.