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**ACADEMIC INTEGRITY POLICY**

The Pathways Academy Adult Education (“PAAE” or the “Charter School”) Board of Directors (the “Board”) 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. Use of another person’s work or ideas must be accompanied by specific citations and references. Using Artificial Intelligence (“AI”) to plagiarize or misrepresent work is prohibited. 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.

**DEFINITION OF PLAGIARISM:**

1. The unauthorized use or close imitation of the language and thoughts of another author and presenting it as one’s own original work.
2. The use of technology (e.g., AI) to create systems or tools that can perform tasks that typically require human intelligence and presenting it as one’s own original work. Something used and represented in the manners described above.

**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 or citing the source.
2. Paraphrasing someone else's ideas, opinions, or theory without acknowledging or citing the source.
3. Imitating someone else's structure or argument without acknowledging or citing the source.
4. Using more of a source than acknowledged in your citation(s).
5. Copying a fellow student's work, paper, and/or essays and submitting 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 or citing the source.
8. Using teacher manuals or answer keys.
9. Using AI-generated content without proper citation or misrepresenting it as your own original work.
10. Inputting a topic into an AI tool to generate an essay and submitting the output as your own work.
11. Uploading a math problem into an AI system to obtain an answer without engaging with the underlying concepts or demonstrating understanding of the material.
12. Copying a paragraph from an article or academic source and using AI to rephrase it in an attempt to evade plagiarism detection.

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13. Entering test questions or prompts into an AI tool to receive answers during an assessment process or otherwise compromising the integrity of the assessment process.

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. Plagiarism exists whether a student copies directly or rephrases the ideas of another without properly acknowledging and/or citing the source. In the preparation of work submitted to meet course requirements, regardless of the product being a draft or a final version, students must take great care to distinguish their own ideas and language from information derived from other sources. Such sources may include, but are not limited to,: published primary and secondary materials; electronic media; and information and opinions gathered directly from other individuals;, and, AI

**PROCESS FOR ADDRESSING SUSPECTED ACTS OF PLAGIARISM OR ACADEMIC DISHONESTY****FIRST INCIDENT:**

The teacher of record will confirm the student plagiarized or has been academically dishonest. The teacher of record will send an email notification to the student (and parent if the student is a minor) to help the student learn about plagiarism and academic dishonesty, and how to avoid it in the future. The student will be required to redo the assignment. If the student does not redo the assignment, the student will receive an "F/0."

**SECOND INCIDENT:**

The teacher of record will schedule a conference with the student (and parent if the student is a minor) to discuss the academic integrity policy. The student will receive an "F/0" and the teacher may use their discretion to determine whether the student will be given the opportunity to redo the assignment.

**THIRD INCIDENT:**

The student will receive an "F/0" without an opportunity to redo the assignment. The teacher of record will schedule a Student Support Team ("SST") meeting with the student (and parent if the student is a minor), the Counselor, Education Specialist if applicable, and Administrator, to discuss the Academic Integrity Policy and possibility of additional disciplinary procedures, including suspension and/or expulsion, should the conduct continue. 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. The student may be subject to discipline in accordance with applicable due process as set forth in the school's charter petition and student discipline policy, which is available upon request.

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**ACADEMIC INTEGRITY POLICY****FOURTH INCIDENT:**

If a student is suspected of plagiarism or academic dishonesty for a fourth time, the student will face a formal disciplinary hearing in accordance with the school's charter petition and student discipline policy, including suspension and/or expulsion.

**SPECIAL EDUCATION STUDENTS OR STUDENTS WITH 504 PLANS**

If the at-risk student is an identified Special Education student or a student with a disability, including a student with an IEP or 504 plan, the teacher will contact the Special Education Department or school counselor/504 coordinator and comply with all provisions of applicable law in addressing any student conduct concerns, including plagiarism, including convening manifestation determination meetings.

**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 on the basis of disability, race, creed, color, gender, national origin, or religion and other protected characteristics described in Education Code section 220. If a student is accused of plagiarism, cheating, or other forms of academic dishonesty, and the adult student or parent of a minor student chooses to dispute the allegation:

The adult student or parent/guardian of a minor student shall provide the school administrator with a written notice of the dispute, including reasons why they believe the allegations are inaccurate or inappropriate. The school administrator will investigate and respond with a written determination within ten (10) business days. If the concern or grievance is not resolved, the adult student or parent/guardian of a minor student may, within ten (10) business days after receipt of the written determination, request a review with the Board. The Board shall investigate and respond to the adult student or parent/guardian of a minor student, and will include an opportunity for the adult student or parent/guardian of a minor student to be heard and present evidence. The Board will deliver its decision within ten (10) business days after the this investigation has concluded. The decision of the board will be accomplished by the vote of a simple majority, and the decision will be final.