

## ACADEMIC POLICIES

### **DISHONESTY**

**Academic Dishonesty:** Academic dishonesty occurs when a student obtains or assists others in obtaining credit for work which is not his/her own. Students must conduct themselves according to the highest standard of academic integrity and must follow rules prohibiting dishonest academic behavior or be subject to discipline. Students who are accused of academic dishonesty, including cheating or plagiarism shall also have their parents notified of the charge. Examples of academic dishonesty may include, but not be limited to the following:

- communicating with another student during an examination or quiz;
- copying material during an examination or quiz;
- allowing a student to copy one's examination or quiz;
- using unauthorized notes or devices;
- submitting falsified information for grading purposes;
- obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
- submitting a paper or project which is not the student's work;
- copying another person's assignments;
- allowing another student to copy one's assignment;
- removing examinations or parts of examinations without the knowledge and consent of the teacher;
- impersonating a student to assist the student academically;
- stealing or accepting stolen copies of tests or answer keys;
- changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
- altering a teacher's grade book;
- using computers or programmable calculators in violation of teacher guidelines; or
- using professional help such as a tutor or expert in violation of teacher guidelines.

**Plagiarism:** Plagiarism arises most often when doing research and writing a paper or report. Whenever information written by another person is used, credit must be given to that individual. Plagiarism can be word for word copying or paraphrasing without giving appropriate credit. Examples of plagiarism include, but may not be limited to, the following;

- failing to cite with quotation marks the written words or symbols of another author;
- failing to footnote the author and sources of materials used in a composition;
- failing to cite research materials in a bibliography;
- failing to name a person quoted in an oral report;
- failing to cite an author whose works are paraphrased or summarized; and/or
- presenting another person's creative work of ideas as one's own.

**Animals at School:** Animals may be brought into the classroom or Learning Center for educational purposes; however, **prior permission** from the child’s teacher is required. Individuals with disabilities who rely on animals for vision or hearing assistance also shall be allowed in the building. Students relying on such animals shall have an appropriate 504 plan or IEP verifying the need for the use of the animal during the school day.

**Curriculum:** If parents have questions about the curriculum, they should contact their child’s teacher(s). Additional information is available by contacting the principal or superintendent.

**Homework Policies:** Sunset Ridge School District believes that homework is an integral part of the educational program, extending learning beyond the classroom. These homework guidelines apply to grades four through eight, and are based on general principles specific to each grade level. We believe in the benefits of purposeful, carefully constructed homework assignments. Overall, we want to build a student’s capacity to become independent thinkers, engaged learners, and to understand that learning is a lifelong process. It continues to be our mission to improve the quality, purpose, and pertinence of assignments that directly relate to classroom lessons.

We value the discipline that comes when we work hard at something in order to master a skill or expand our knowledge about a subject. Dr. Urban, a character education specialist, provides this idea that helps us think about the opportunities homework provides to our young learners: the difficult question has already been answered – homework has value because it develops students who become confident in their emerging capability, responsibility, and reliability. Homework helps develop students of whom parents and teachers can be justifiably proud.

In the case of an excused student absence, the school will provide appropriate materials for the child to complete the assignments at home. Parents should follow these procedures when making a request for homework assignments:

- Notify the school office of the request for homework assignments when reporting your child’s absence.
- Pick up assignments from the carousel in the main lobby after 3:30 p.m.
- Leave a voicemail message for the teacher if you wish to communicate with her/him.
- Alternatively, you or your child may e-mail the teacher to set up time before or after school for extra help, if needed.

The staff is also sensitive to the occurrence of special events and holidays that may impact a student’s ability to complete homework on a given day. For those circumstances, we encourage a strong home-school dialogue that supports both individual circumstances and the overall school mission.

**TYPE, PURPOSE AND AMOUNT:** There are many types of and purposes for homework; they all contribute to the holistic process of learning. Students and parents should expect the amount of homework to increase with the grade level, with a maximum daily average of up to

140 minutes per night by eighth grade. It is acknowledged that there will be times when exceptions need to be made, or homework assignments need to be differentiated, as appropriate for individual students. If your child is not able to do his/her work with relative independence, contact your child's teacher(s). Parents do play an important role in encouraging their children to do their very best on their work, but ultimately, homework is the responsibility of the student.

- 1) **Practice homework** helps students on the road to mastery, sharpens skills, and promotes responsibility.
- 2) **Extension homework** helps teachers gauge a student's mastery of a particular topic, and allows students to solidify and apply what they have learned.
- 3) **Integrative homework** asks students to convey their emerging skill level with a variety of projects at the culmination of a unit; these projects assess a student's depth of knowledge.
- 4) **Preparation homework** is designed to motivate or prepare students for upcoming curricular topics that may require them to gather information from outside resources.

The Homework Expectation Chart below is a general guide for the amount of time the average student may spend on homework on an average day. The actual amount of time will vary depending on many factors.

#### **HOMEWORK EXPECTATION CHART**

<b>4<sup>TH</sup> GRADE*</b>	<b>5<sup>TH</sup> GRADE*</b>	<b>6<sup>TH</sup> GRADE*</b>	<b>7<sup>TH</sup> GRADE*</b>	<b>8<sup>TH</sup> GRADE*</b>
30-60 min/day	40-70 min/day	60-90 min/day	90-120 min/day	90-140 min/day
* Band/orchestra students are expected to maintain a practice log with at least 10 minutes per day / six days per week.				
4 <sup>th</sup> - Independent reading is assigned every night, accompanied by a weekly reading log. No weekend homework is given.				
5 <sup>th</sup> - Math and independent reading are assigned every night. Spelling homework is assigned 3-4 nights per week.				
6 <sup>th</sup> – 8 <sup>th</sup> - Rubrics with due dates are given. It is expected that independent reading will be done every night. Workload adjustments are made on an as-needed basis. Homework may be assigned over the weekend.				

**COMMUNICATION:** Communication regarding homework is a dynamic process that can be initiated by and among students, parents and teachers. Self-advocacy is encouraged for all assignments including when an absence occurs. If homework is taking an inordinate amount of time, or a personal situation hampers assignment completion, parents are encouraged to contact the teacher. Several vehicles are in place for home-school communication:

- Open House - Parents get information that parallels class explanations to students
  - Philosophy and expectations regarding homework
  - Preferred methods for communicating concerns and anticipated response time

- Procedures for obtaining before and after school help
- The daily use of the student assignment notebook
- Daily homework written on white boards in classrooms, student services' rooms, and/or hallways
- Test/project alerts – optional for individual teachers/subjects – these might include test objectives and a parent signature portion
- Teacher or grade level web pages and grade level homework calendars

## **Technology**

The purpose of the Sunset Ridge School District 29 Technology System is to advance and promote educational opportunities, innovation and excellence and provide students access to a worldwide array of academic resources consistent with the goals of our District. These resources are being provided to enrich educational activities as well as improve communications between the District and community.

The District 29 Technology System consists of but is not limited to network servers, services and systems, email, computers, tablets, and/or mobile devices, software and other applications, web-based resources, hardware, printers, scanners, Promethean boards and other digital, video and handheld devices not yet adopted or implemented. It is required that all network systems and resources be used for school-related activities only in a responsible, efficient, ethical and legal manner. The rules and conditions of this AUP apply to all above stated District technology resources wherever and whenever they are being accessed, as well as personal devices being used in the school environment.

The District 29 Technology System was established to comprise part of the school curriculum, and is intended by the Board of Education to function in support of the curriculum and of students' mastery of the curriculum. The System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the System. The District also has the right to and does monitor use of its System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the System has an expectation of privacy in connection with such use.

With respect to any of its computers, tablets, mobile or handheld devices with Internet access, the District will use technology protection measures in compliance with the Children's Internet Protection Act (CIPA) to protect minors and all users against access through such computers to visual depictions that are obscene, constitute child pornography or are otherwise harmful to minors.

The Board of Education further recognizes that the effective operation of the System depends upon the existence and enforcement of guidelines rules for the efficient, ethical and legal use of its resources. The Administration will adopt and enforce rules that limit the acceptable and ethical use of the System to educational purposes. Such rules shall be distributed to District employees, students and other members of the District 29 community who are afforded access to the system.

Violation of the AUP Rules shall be subject to consequences including but not limited to loss of system access privileges and referral to law enforcement authorities or other legal action as deemed appropriate.

The rules shall, among other points, address:

1. Expectations for responsible use of the District Technology System as well as personal devices used in the educational environment;
2. Measures designed to restrict access by minors to inappropriate matter on the Internet and Web;
3. The safety and security of minors when using electronic mail, group chats, and other forms of digital communication resources and devices;
4. Unauthorized access, including "hacking" and other unlawful activities by minors and other users online;
5. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors or other persons;
6. Consequences for violation of rules.

**We have a one-to-one laptop program.** Students from grades 4-8 have access to their laptop throughout the academic school day. Students in 7<sup>th</sup> & 8<sup>th</sup> grade have the option to take their laptops home. Student laptops and their components are checked quarterly. If property is lost or damaged, fees are assessed. Students are expected to take care of their laptop, the charger, and their laptop case.

**For more information regarding the Student AUP Rules and Agreement, and the School Laptop Guidelines, please refer to the Sunset Ridge Laptop Program posted on the Sunset Ridge School Website. <http://www.sunsetridge29.net/laptops>**

**Learning Center:** The Learning Center provides an atmosphere for the growth of each student. The mission of the Sunset Ridge Learning Center is to ensure that all SRS students become effective users of ideas and information so that they become independent, lifelong learners and to foster in all students a love of reading and literature. The program focuses on helping students acquire literacy skills, information literacy skills, technology skills, and critical thinking skills. Students utilize the Learning Center for skill instruction, individual or small group research, enrichment programs, book selection, and leisure reading. The Learning Center also serves as a forum for discussions and presentations.

All Learning Center resources, including computer usage, are available before and after school. Students may enter the Learning Center no earlier than 8 a.m. and must arrive before 8:10 a.m. After school the Learning Center is open until 4:00 p.m.

**Physical Education:** All students at Sunset Ridge participate in physical education classes daily unless excused by a physician or due to a decision of the IEP team based upon the student's disability. Students are expected to wear a Sunset Ridge uniform consisting of a SRS athletic jersey top, white socks and athletic footwear. Students in grades 6-8 also change into

gym shorts. Uniforms may be purchased from Soccer & More, Northfield. If purchase of the uniform would cause an undue financial hardship, please contact the Superintendent.

**School District Report Card:** The District's Report Card is posted annually on its website and can be accessed at <http://www.sunsetridge29.net/Page/51>. The Report Card describes the performance of District students within the State, by attendance center, and reflects the District's use of financial resources. Parents may request a printed copy of the Report Card by contacting the District office at (847) 881-9400 or by contacting the Regional Office of Education.