



# Greenways Academy Academic Policies

Greenways Academy strives to ensure student success as well as comply with Missouri Course Action Program and Missouri Department of Elementary and Secondary Education Learning Standards.

- Students are expected to work a minimum of 522 hours per semester or 87 hours per semester course and submit work for each course every week. The course syllabus provides pacing guidance.
- Progress towards completion in a course is required. Weekly attendance demonstrated through progress in the course is required by state law. Students who have not submitted work for 5 consecutive school days are considered truant and truancy procedures can be begun. After 20 consecutive days of no work, the student will be withdrawn from the Greenways Academy MOCAP Program.
- Every student registered in online courses is **required to communicate weekly** with their instructor for the purpose of instruction, review of assignments, testing evaluation of student progress or other learning activities. Failure to do so may result in withdrawal from the Greenways Academy MOCAP program, regardless of progress in course. **Students must do this for every class they are in for the entire time they are in the course. The number/email address provided to the school at registration will be used for course communication. Communications must be responded to promptly.**

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Student Name – Please Print

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Student Sign and Date

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School Counselor Sign and Date

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Parent Sign and Date



## Code of Honor

***Honesty** is a value that holds each person to the truth, to tell the truth, and to defend the truth. Honesty results in fairness for each member of Greenways Academy. **Integrity** is firm adherence to our values with and without the presence of others. **Respect** is treating others as we would like to be treated. In an environment of respect, work we turn in as our own is our own. **Responsibility** is the quality of being accountable for our actions and accepting the consequences of our actions. The **Code of Honor** is a physical representation of the values that Greenways Academy students should encompass. At any educational institution, a code of conduct must be established so that people, instructors and students alike, know the proper way to behave. The behavior students acquire through their actions is the most valuable gift they can carry with them after graduation, and it is the most valuable gift any educational institution can give. Formulas and facts can carry students only so far in life. True success lies in one's desire to be good for the sake of being good and doing the right thing, even when no one is looking. The Code of Honor is not meant as an imposition, but rather as a standard to which all students and faculty should be held. At Greenways Academy, we push each other to higher academic achievement; this code asks that we hold each other, with the same rigor and passion in academics, to a standard of integrity and of personal achievement.*

### Greenways Academy Standards

Enrollment at Greenways Academy requires adherence to a certain set of standards. Our standards include the expectation that no student will engage in the following unacceptable behaviors as defined by the course instructor and this document.

- A. Academic Cheating
- B. Plagiarism
- C. Fabrication
- D. Obtaining an Unfair Advantage
- E. Aiding and Abetting Dishonesty
- F. Falsification of Records and Official Documents
- G. Unauthorized Access to Academic or Administrative Records or Systems

If a student is unclear as to whether or not his or her action(s) are in violation of the Code of Honor, then it is the **student's** responsibility to clarify any ambiguities with the appropriate administrator or instructor.

### Student Responsibilities

- To complete all academic work honestly and independently, except in those instances in which an instructor clearly permits collaboration among students, for example, assigned group projects. (See "Academic Cheating").
- To acquaint themselves with the meaning of plagiarism, to learn how to properly cite sources used in written work, and to consult with instructors regarding the allowable resource materials or aids to be used during tests or in the completion of any graded work.
- To refrain from revealing any information regarding the contents of a test, directly or indirectly, to any other student who may subsequently take the same test.
- To refrain from the fraudulent or unethical use of computers
- To refrain from personal dishonesty as more fully defined in this Code of Honor.

## **ACADEMIC CHEATING**

Cheating involves a willful and fraudulent act on the student's part to provide work and/or answers that are not their own. It includes, but is not limited to, the following:

- Looking up answers to test or assignment questions on the internet.
- Copying answers from another student's quiz or test or allowing another student to copy answers from a quiz or test.
- Orally communicating answers during a test or quiz.
- Transmitting answers by use of non-verbal signals during a test or quiz.
- Using unauthorized materials during a test or quiz.
- Gaining access to test questions or answers before a test without permission of the instructor.
- Violating test or assignment procedures established by the instructor.
- Collaborating with others or with written materials in take-home assignments unless expressly allowed to do so by the instructor.

## **PLAGIARISM**

Plagiarism is a situation in which one leads a reader to believe that written work submitted by the student is his own writing when it is not. Plagiarism includes, but is not limited to, the following behaviors:

- Directly copying part or all of another person's work and presenting it as your own.
- Submission of papers or reports from commercial research companies, including on-line sources.
- Copying portions of a text without crediting sources.
- Rephrasing another person's ideas and presenting them as your own without crediting sources.
- Obtaining a paper from any source (a person, a text, on-line) and submitting it to an instructor as one's own work.

## **PERSONAL DISHONESTY**

In addition to all of the above behaviors, personal dishonesty includes, but is not limited to:

- Stealing the personal belongings of an instructor or another student.
- Destruction or abuse of school property.
- Failure to report instances of theft or destruction of school property.

## **Instructor Responsibilities**

- A. Address the degree to which students may collaborate on the completion of assignments, making distinctions where necessary as to assignment types
- B. Address the use of study aids (e.g. Cliffs Notes, Online Websites, etc.) in course work
- C. Clearly identify unacceptable academic behaviors in student's submitted work

## Sanctions

It is our goal to educate students as to the gravity of honor violations. Students who are found to be in violation of the student Code of Honor will be sanctioned and will face disciplinary action and possible expulsion from Greenways Academy. Matters of Honor will be treated seriously and the following guidelines will be a reference for the administration in sanctioning Honor violations; however, each case will be examined individually and responded to in an appropriate manner.

- Instructors will deal with violations of these academic standards on an individual basis.
- All serious instances of academic dishonesty will be reported to the appropriate school administrators.
- The first serious violation of academic integrity may result in a reduced grade for the assignment, test, lab report, or quiz.
- The second violation of academic integrity may result in a failing grade in the course in question.
- The third violation of academic integrity may result in suspension from school and possible expulsion, as determined by a joint decision of Greenways Academy and appropriate school administrators.

*The below signature indicates that the individual has fully read and understood the Code of Honor as the accepted standard for all academic work related to Greenways Academy.*

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_