
PARENT/GUARDIAN LOCAL ASSESSMENT PROCTOR POLICY

California Pacific Charter Schools (“CPCS” or “Charter School”) adopt this Parent/Guardian Local Assessment Proctor Policy to apply to CPCS.

The school considers academic honesty to be one of its highest values. Parents/guardians who choose to proctor local assessments, including Edmentum Exact Path and Edgenuity MyPath, for their own students are expected to follow the guidelines set forth in the parent/guardian proctor handout. The purpose of this policy is to create and maintain ethics and integrity in all academic endeavors and to provide our students and parents/guardians with an understanding of what is and is not acceptable.

Examples of inappropriate support include, but are not limited to:

1. Cheating
 - a. to act dishonestly; practice fraud
 - b. to violate rules deliberately
2. Reading passages, questions, or answers aloud for the student
3. Use of an outside calculator, number mat, multiplication table, etc. other than what is provided through the assessment program electronically
4. Use of a dictionary or thesaurus other than what is provided through the assessment program electronically
5. Use of teacher manuals or answer keys
6. Giving hints such as “Remember, we did this...”
7. Asking questions such as “Did you read the whole passage?”
8. Pointing to items on the screen
9. Narrowing down answers
10. Copying questions or taking screenshots
11. Recording test content for use after the test

Regardless of the parent/guardian’s intent, the above acts constitute academic dishonesty as they facilitate in producing test results that are not an accurate reflection of the student’s independent academic abilities.

Examples of appropriate support include, but are not limited to:

1. Reminding the student to scroll down
2. Reminding the student to click the “next” button
3. Encouraging students to make their best guesses
4. Providing blank scratch paper for math

PARENT/GUARDIAN LOCAL ASSESSMENT PROCTOR POLICY**STEPS FOR PARENT/GUARDIAN LOCAL ASSESSMENT PROCTORING**

Should a parent/guardian choose to proctor the local assessment for their child(ren), the following steps will be completed by the parent/guardian:

1. Notify their child's teacher that they will proctor the local assessment
2. View the Parent/Guardian Training Handout
3. Complete the Parent/Guardian Proctor Agreement form, indicating understanding and agreement with the parent/guardian proctoring policy
4. Actively monitor their child(ren) during each assessment following appropriate support guidelines
5. Confirm completion and submission of the assessment within the testing window
6. Communicate with the teacher regarding specific questions to ensure understanding

PROCESS FOR ADDRESSING INCIDENTS OF ACADEMIC DISHONESTY**First incident:**

1. If a student is suspected of academic dishonesty or receiving inappropriate support:
 - a. The assigned administrator will evaluate all incidents of academic dishonesty and determine the appropriate course of action.
 - b. The teacher will:
 - i. Confirm the academic dishonesty did, in fact, take place
 - ii. Consult with the assigned administrator for guidance
 - iii. Setup academic dishonesty meeting with the parent, and student
 - iv. Proctor the local assessments for the remainder of the school year
 - v. Proctor the local assessments for all siblings of the student for the remainder of the school year
 - c. The student will:
 - i. Attend a conference with their teacher to discuss the infraction and local assessment expectations
 - ii. Be required to retake the subject of the assessment in which the academic dishonesty took place with the teacher as the proctor
 - iii. Must be on webcam and share their screen at all times during the proctoring session

Second incident:

PARENT/GUARDIAN LOCAL ASSESSMENT PROCTOR POLICY

1. If a student is suspected of academic dishonesty or receiving inappropriate support a second time:
 - a. The assigned administrator will evaluate all incidents of academic dishonesty and determine the appropriate course of action.
 - b. The teacher will:
 - i. Confirm the academic dishonesty did, in fact, take place
 - ii. Consult with the assigned administrator for guidance
 - iii. Setup academic dishonesty meeting with designated administrator, parent, and student
 - iv. Proctor the local assessments for the remainder of the student's enrollment with CPCS
 - v. Proctor the local assessments for all siblings of the student for the remainder of the family's enrollment with CPCS
 - c. The student will:
 - i. Attend a conference with the designated administrator and their teacher to discuss the infraction and local assessment expectations
 - ii. Be required to retake the subject of the assessment in which the academic dishonesty took place with the teacher as the proctor
 - iii. Must be on webcam and share their screen at all times during the proctoring session

Students with Special Education and 504 Plans

If the student is an identified Special Education student, including a student with an Individual Education Plan (IEP) or a 504 Plan (504), the teacher will notify the student's case manager along with the designated administrator, and comply with all provisions of applicable law in addressing any student conduct concerns, including cheating.

Grievance Procedure

The following procedure is established to ensure that the student's or the parent/guardian's grievances are addressed fairly by the appropriate persons in a timely manner. The school prohibits discrimination against students/families on the basis of disability, race, creed, color, gender, gender identity, national origin, or religion.

Student/Parent/Guardian Disagrees

If a student or parent/guardian is accused of cheating, inappropriate support, or other forms of academic dishonesty and the student or parent/guardian disagrees:

PARENT/GUARDIAN LOCAL ASSESSMENT PROCTOR POLICY

1. The student and parent/guardian will address the assigned school administrator in writing with the reason for the grievance, including why they believe the accusation is not accurate/appropriate.
2. The designated school administrator will investigate and respond with a written determination within ten (10) working days of receiving the grievance.
3. If the concern or grievance is not resolved, the student and parent/guardian may, within ten (10) working days, request a review with the governing board.
4. The board shall investigate and respond to the student and parent/guardian within ten (10) school days after the review. The decision of the board will be accomplished by a vote of a simple majority and the decision shall be final.