

## CHEF Co-op of Lycoming County, PA Homework & Plagiarism Policy

1. Assignments (homework, tests, written reports, etc) are due at the beginning of class on the date the teacher assigns.
2. Work that is emailed to an instructor, will be noted as received, but will not be graded until a hardcopy is submitted to the teacher.
3. If you know you will not be able to attend a certain class, it is your responsibility to make arrangements to turn in your assignments early. If the teacher is unable to provide the assignment or exam in advance, you must make arrangements with the teacher as to how and when to make up the work.
4. *This portion of the Homework Policy is specific to High school classes. Middle School students should note what will be expected once they are in 9<sup>th</sup> grade.* One (1) homework over the course of the semester may be turned in up to a week late with no penalty. Subsequent late homework and all tests will be penalized at a rate of 5 points per day. Exceptions will only be made in extreme circumstances, such as a serious illness or family emergency.
5. Except for assignments with previous arrangements with the instructor, or one exception as detailed in #4 above, work that is over one week late will be reviewed by the teacher at their discretion, and may not be reviewed at all. (Rewrite for above) Excluding prior arrangements with the teacher and the exception detailed in #4, work turned in over one week late may or may not be accepted.
6. Broken printers, empty ink cartridges, etc. are not acceptable excuses for late work.
7. Instructors may add additional requirements to this policy at their discretion. It is the instructor's responsibility to make these additional requirements known to the students. The student's responsibility is to ask questions when the assignment is given, not the day before the assignment is due.
8. Cheating on a test (copying answers from either an answer booklet or another student) will be an automatic 0 on that assignment. *The following portion of the Homework Policy is specific to High school classes. Middle School students should note what will be expected once they are in 9<sup>th</sup> grade.* **Plagiarism is cheating, stealing, a serious offense and will not be tolerated in the CHEF co-op. If a student is caught plagiarizing on a paper the student will receive a 0 on that assignment with no opportunity to redo it and the parent will be notified. If there is a second offense, the student will be dismissed from the co-op.**  
**Note, should this happen, no tuition monies will be reimbursed.**
9. Tests given in CHEF co-op classes are usually completed at home, and are to be proctored by a parent. This means that the parent is present and can verify

that no books or study materials were used by the student. Upon completion, tests should be sealed in an envelope by the parent, signed and dated.

### **Why we believe a Co-op homework and plagiarism policy is valuable & necessary:**

#### □ Responsibility and Excellence

One of the goals of the CHEF co-op is to assist home school families in training their children - both in academic knowledge and in character. Our children must learn to do their work in a timely manner, with diligence and integrity while being accountable to those authorities God has placed in their lives. In addition to providing students with practice and opportunities to hone academic skills, homework also provides the student an opportunity to develop important organizational skills / study habits and to take on responsibilities of their own.

#### □ Honoring Those Who Serve

Our instructor's "time is valuable." We greatly appreciate their ministry to our co-op families and we do not want to misuse their time nor do we want to make their teaching role more difficult or stressful. Calls to instructors concerning questions about assignments the night before they are due are not acceptable. Likewise, putting our instructors in the awkward situation of dealing with students who do not have their assignments done on time is not honoring to them.

#### □ Fairness

A firm on-time policy is the only fair way to treat all students the same. A firm on-time policy is essential for the instructor to efficiently grade assignments. If students negotiate their own assignment deadlines the instructors will not be able to return assignments and tests to other students in a timely manner.

#### □ Honesty

Plagiarism and cheating are in effect, stealing, are against the laws of God and man. Ultimately they harm our children and dishonor God. We would not be good stewards of our children's character to allow this behavior in any form.

#### □ Development

Our children need to learn to think on their own and do their own work. Researching, analyzing and expressing one's own thoughts are important skills in our society. Plagiarism in any form undermines the development of these skills. When a student wants to borrow ideas or research, they must properly cite their source.