

## **ACADEMIC HONESTY POLICY FOR STUDENTS AT JAMES ISLAND CHARTER HIGH SCHOOL**

The faculty of JICHHS stresses the importance of academic integrity and instructs students regarding the severity of such offenses and how to avoid any form of academic misconduct. Teachers will guide, instruct and assist students as they progress through challenging material. Academic misconduct will not be tolerated. It will be dealt with swiftly and in accordance with this policy. First offenses, while severe, can teach life lessons; however, subsequent offenses establish a pattern of academic misconduct that may bring into question the child's integrity. Offenses of any academic misconduct may affect membership in honor societies, teacher and college recommendations, and, ultimately, the student's educational experience.

The information included in this policy defines academic misconduct, provides examples of how to avoid academic misconduct, and lists the possible consequences of academic dishonesty.

### **Plagiarism:**

- Plagiarism is using the words or ideas of others without properly citing sources (whether those words or ideas are paraphrased or directly quoted).
- The use of written, visual or audio information from the internet, computer programs, taking ideas gleaned from class discussions and presenting them as one's own, or copying works of art or music without citing the original source all constitute plagiarism.
- The use of translation programs to write essays or complete assignments in foreign language classes constitutes plagiarism.

### **Collusion:**

- Collusion is supporting cheating by another student.
- This includes allowing one's work to be copied by another student. For example, allowing someone to copy a homework assignment or get answers from a test paper would constitute collusion.
- Having knowledge of another student's cheating without notifying the teacher also constitutes collusion.
- Collaboration with other students when and where allowed by a teacher does not constitute collusion.

### **Avoidance:**

- Being absent to avoid an assessment. If a pattern of absences on assessment dates or due dates persists, a parent conference may be requested.

### **Cheating:**

- Receiving information in any form that is not acceptable in a testing situation. These include but are not limited to the following: cheat sheets, open notes during a closed note test, cell phone messages, use of an unapproved electronic device, use of unapproved saved information on calculators
- Looking on another student's paper
- Revealing test questions to classmates
- Submitting someone else's work as one's own
- Using an unauthorized translator or translator program on an assignment

### **Other Unethical Practices:**

- Falsifying data for an experiment
- Falsifying service hours for a club, honor society, or other academic class
- Changing answers on a graded quiz or test and trying to get credit for it
- Unauthorized removal of a test or quiz paper from a classroom
- Removing portfolios/lab folders from classrooms

## **PROPERLY CITING SOURCES:**

Each student at JICHHS will receive detailed and specific information in his/her English class about how to properly cite sources. Below is a brief overview and is not intended to replace the information presented in classes. The IBO and JICHHS encourage the use of MLA (Modern Language Association) documentation.

- When using someone else's words or ideas whether in a paraphrase or in a direct quote, the original source must be acknowledged using parenthetical citations, (possible use of foot notes), and a works cited page.
- To identify the source of a quotation, paraphrase, or summary, place the author's last name in parentheses after the cited material. The following examples as well as multiple others can be found on MLA's website.
  - "Parents know in advance, and with near certainty, that they will be addicted to their children" (Landsburg 241).
  - In response to Victor Brombert's 1990 MLA presidential address on the politics of critical language, one correspondent suggests that "some literary scholars envy the scientists their wonderful jargon with its certainty and precision and thus wish to emulate it by creating formidably technical-sounding words of their own" (Mitchell 42).

**CONSEQUENCES:** *James Island Charter High School's Code of Conduct* considers cheating/academic dishonesty to be a Level 1 or Level 2 offense. Episodes of academic misconduct will be tracked through the discipline referral process and will be cumulative in all classes but will not carry forward from year to year. While the consequences for cheating depend upon the severity of the offense, academic malpractice/cheating in a course will result in all of the following consequences.

### **First Offense:**

- Zero or point reduction on assignment
  - (teacher's discretion- resubmitted work meeting the specifications of the teacher will be penalized with a grade deduction.)
- Parent notification by teacher
- Academic Misconduct letter sent home and kept on record
- Referral to the student's appropriate administrator – further disciplinary actions may be taken

### **Second and subsequent offenses will result in:**

- Zero on assignment
  - (teacher's discretion- resubmitted work meeting the specifications of the teacher will be penalized with a grade deduction.)
- Parent notification by teacher
- Referral to the student's appropriate administrator
- Parent conference with teacher(s), student, and parent
- Academic Misconduct letter sent home and kept on record
- Possible removal from all national organizations and honor societies
- Student may lose school and/or extra-curricular privileges
- Student may be suspended from school

# JAMES ISLAND CHARTER HIGH SCHOOL ACADEMIC HONESTY POLICY

By signing below, I am confirming the following statements:

I understand that this policy is in place for all classes at JICHHS.

A representative of JICHHS presented and explained James Island Charter High School's Academic Honesty Policy to me/my child on \_\_\_\_\_.

I have received a copy of JICHHS' Academic Honesty Policy and have read and understand what constitutes academic misconduct.

I further understand that any form of academic misconduct will constitute punishment as outlined in JICHHS' Academic Honesty Policy. Offenses may affect my discipline record, my college admissions, my grades at JICHHS, and my membership in honor societies and school organizations.

**All work** that I submit to my teachers for assessment will be my own authentic work.

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

Student Signature: \_\_\_\_\_      Parent/Guardian Signature: \_\_\_\_\_

Principal Signature \_\_\_\_\_      Board Of Directors Signature \_\_\_\_\_

Date: \_\_\_\_\_      **RETURN THIS SIGNED LETTER TO PERIOD 2 TEACHER BY JAN 25, 2012**

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