

Academic Honesty Policy for Students at James Island Charter High School

The faculty of JICHS 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. Academic misconduct applies to all assignments and assessments, whether or not they occur inside a classroom.

Formative assessments provide opportunities for teachers and students to evaluate learning while learning is occurring, while summative assessments are formal evaluations of what students have learned. While academic misconduct may occur in both situations and will be addressed, the consequences may be more severe if academic misconduct occurs during a summative assessment.

Plagiarism:

- Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment and citation.
- The unauthorized use of translation programs in foreign language classes constitutes plagiarism.

Collusion:

- Collusion is defined as supporting academic misconduct by another student, for example, allowing one's work to be copied or submitted for assessment by another.
- Having knowledge of another student's cheating without notifying the teacher
- is collusion.
- Collaboration with other students when and where allowed by a teacher does not constitute collusion.

Avoidance:

- Avoidance is being absent to avoid an assessment. If a pattern of absences on assessment dates or due dates persists, a parent conference will be requested.

Cheating:

- Receiving information in any form that is not acceptable for an assignment or assessment. 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, quiz, portfolios, or lab folders from a classroom

Properly Citing Sources:

Each student at JICHHS will receive detailed and specific information in their classes about how to properly cite sources. Please refer to the JICHHS Research Manual (available from any teacher) for specifics.

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 accepted and penalized with a minimum of one letter grade deduction from the earned grade.)
- Parent notification by teacher
- Disciplinary referral to the student's appropriate administrator

Second and subsequent offenses will result in:

- Zero on assignment
- Parent notification by teacher
- Referral to the student's appropriate administrator
- Parent conference with teacher(s), student, and parent
- Disciplinary referral to the student's appropriate administrator
- Possible removal from all national organizations and honor societies
- Student may lose school and/or extra-curricular privileges
- Student may be suspended from school

[Student signatures](#)

[Parent signatures](#)

This signature page does not need to be returned IF students AND parents completed the form online.

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.

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 any assessment will be my own authentic work.

Student Name: _____ Parent/Guardian Name: _____
(please print) (please print)

Student Signature: _____ Parent/Guardian Signature: _____

Principal Signature _____ Board Of Directors Signature _____

Date: _____

RETURN THIS SIGNED LETTER TO ADVISOR

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