

# South Carroll High School

## Honor Code/Academic Honesty Policy

**From the CCPS Student Handbook:**

### **ACADEMIC HONESTY**

*Academic honesty* is an essential part of any school community. Carroll County Public Schools seeks to promote the importance of honesty as a basis of respect and cooperation among all of its members. All parties – students, teachers, administrators, and staff – have the obligation to act in a consistently honorable manner with one another. Academic dishonesty/cheating, in any form on a graded assignment, will not be tolerated. Examples include, but are not limited to; turning in work as your own when someone else has done all or part of the assignment, knowingly giving or receiving information about answers to homework, quizzes, or tests, and plagiarism. Schools develop honor codes to encourage students to value personal integrity and to emphasize the responsibility that individuals have for their own honesty. All students need to be fully aware of definitions and expectations related to their specific school's honor code. Questions should be directed to school administrators.

### **Procedures:**

When a teacher suspect a case of academic dishonesty, the following procedures will be followed:

1. Assignment and any rubric/grading tool will be presented to an administrator for confirmation of suspected academic dishonesty.
2. Teacher will conference with students individually to grant due process.
3. Teacher will call parents to present the situation and explain the consequence process.
4. Teacher will write a referral and assign consequences for the first offense. The Assistant Principal will assign consequences for subsequent offenses.
5. Parent may appeal the decision to Assistant Principal in writing.
6. Assistant Principal will interview students involved and make a final decision.

**Consequences:** Since Academic Dishonesty is a behavior, consequences to address that behavior will be implemented. Mastery of Content should still be gauged, and grades should reflect students' abilities in that content area. However, repeated instances of Academic Dishonesty will result in the student's missing the opportunity to demonstrate mastery.

**Students that knowingly/willingly provide answers to assignments BUT have completed their own work will receive the following consequences for their behavior:**

1<sup>st</sup> Offense—After school detention for 3 consecutive days; student will be allowed to keep original grade on the assignment

2<sup>nd</sup> Offense—Saturday School; Parent/Student/Administrator Conference; student will be allowed to keep the original grade on the assignment

3<sup>rd</sup> Offense—In School Intervention; zero on the assignment

**Students who present information on assignments that are not their own work or ideas (this includes plagiarism):**

1<sup>st</sup> Offense—5 days of after school detention; student is expected to complete alternate assignment to demonstrate mastery. If student refuses, a grade of zero will be assigned.

2<sup>nd</sup> Offense—5 days of after school detention; student is expected to complete alternate assignment to demonstrate mastery. If student refuses, a grade of zero will be assigned.

Parent/Student/Administrator/Counselor conference

3<sup>rd</sup> Offense—In School Intervention; zero on the original assignment