



CHARLESTON

Charter School for Math and Science

1002 King Street Charleston, SC 29403
(843) 720-3085 Fax: (843) 720-3096
www.charlestonmathscience.org

Academic Dishonesty

Plagiarism, cheating, and other types of academic dishonesty are addressed separately from discipline and behavior issues. This practice exists to uphold the academic integrity that is critical in a learning environment. Our goal is to help scholars develop a sense of the importance of academic integrity and the consequences for breaches in integrity.

A scholar's work should be the work of that scholar. If the work has other sources, those sources must be indicated. Claiming credit for another person's work or ideas is equivalent to theft of that person's property, also known as "intellectual property." It is never acceptable to represent another scholar's or person's work or ideas as one's own. Any scholar who knowingly allows his/her work to be copied is in violation of these guidelines and is equally at fault and subject to the same consequences.

***Offenses that occur without appropriate time for scholar remediation will be counted as one single offense so as to ensure scholar has time to understand and prove he/she can exhibit academic honesty.*

<i>Tier of Consequences</i>
<p style="text-align: center;"><i>1st Consequence</i></p> <p>The scholar and his/her family will be notified in writing of the type of offense and consequence assigned. With remedial help from the teacher, the scholar is required to review what constitutes academic dishonesty. The scholar is required to correct the assignment to receive a reduced grade.</p>
<p style="text-align: center;"><i>2nd Consequence</i></p> <p>The scholar will conference with an administrator and teacher. The scholar will receive a zero on the work involved and may also be suspended from school for a one to three day period. A parent conference will be held and the parents notified in writing of consequences for further violations during the school year.</p> <p><i>*Note that there must be a sufficient amount of time to elapse between 1st and 2nd consequence so that the school can show evidence of remediation. Offenses that occur back-to-back may be treated as one so as to give time to remediate.</i></p>
<p style="text-align: center;"><i>3rd Consequence</i></p> <p>In the event of a third offense, the committee will summarize all infractions for a meeting with the principal regarding possible expulsion.</p>



CHARLESTON
Charter School for Math and Science

Glossary of Terms

1. **Academic Dishonesty** - Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise.
2. **Academic Integrity** - The moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in research and academic publishing.
3. **Cheating** - To act dishonestly or unfairly in order to gain an advantage, especially in a game or examination.
4. **Collusion** - A secret or illegal cooperation or conspiracy, especially in order to cheat or deceive others.
5. **Intellectual Property** - The original work or invention of a person that is the result of individual creativity to which one has rights
6. **Plagiarism** - The practice of taking someone else's work or ideas and passing them off as one's own. (Copying, piracy, theft)

Academic Honor Board

Evidence of academic dishonesty must be overwhelming and the deliberative process careful, structured, and fair. Scholars are presumed innocent during the hearing process and decisions made must be supported by the preponderance of evidence.

Academic Conduct and Due Process

A teacher who suspects a scholar has committed a violation will first address the issue with the scholar privately as soon as possible. During this time, the scholar will be asked to sign an admit/deny sheet. If the scholar denies having committed academic dishonesty, the teacher will

1. Make copies of all documents and provide those to the Lead Principal
2. Call the scholar's family and report the incident
3. The Lead Principal will schedule the Academic Honor Board.

Academic Conduct and Honor Board

A committee of three grade-level teachers, guidance counselor, and one administrator will review the allegations, hear testimony and review evidence. The teacher involved will present the alleged infraction and supporting evidence. The scholar involved will be allowed to present their case and all supporting evidence. The committee will present its findings in writing to the Lead Principal and to appropriate individuals. The Lead Principal will report the Honor Board's decision in writing to the scholar's family.

Honor Board Consequences for Academic Conduct Violations

If a scholar is found to have not committed a violation, no record will be kept of the proceedings. If the scholar is judged to have committed the violation then consequences will be assigned. Scholars' records are expunged at the close of each academic school year.