Academic Integrity Policy
East Mecklenburg

Level 1—(copying homework or work being done in class are examples)
1st offense—
 Teacher notifies parents.
 Teacher posts on NC Wise (notes).
 Student is given a zero with option of making up assignment at teacher's discretion.
2nd offense
 Teacher notifies parents.
 Teacher posts on NC Wise (notes).
 Student is given a zero.
 A discipline referral is written.
3rd offense
 Teacher notifies parents.
 Teacher posts on NC Wise (notes).
 Referral to OSS.

Level 2—(cheating on tests, plagiarism are examples)
1st offense—
 Teacher notifies parents.
 Teacher posts on NC Wise (notes).
 Referral to Administration.
 Student given a zero on assignment.
 If student is on National Honor Society, notify them for possible suspension.
 Removal from any offices the student may hold—including clubs, class positions, etc.
2nd or more offenses—
 Teacher notifies parents.
 Teacher posts on NC Wise (notes)
 Student given a zero.
 A discipline referral is written.

Sources are Honor Codes or Academic Integrity Policies from the following schools—
Atholton HS
Deland HS
Littleton HS

Types of Violations:

Cheating:
- Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Receiving unauthorized assistance (e.g., copying, using crib sheets, stealing exams, using electronic aids/devices, Internet sources, using aids like Cliff's Notes instead of reading the original work) in any academic work or examination.
- Using or attempting to use any unauthorized materials, information or study aids in an examination or academic work.
- Copying an assignment from another person without explicit permission from the teacher. This includes sharing work that should be individually produced and includes obtaining answers from another student with or without their permission.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of "crib/cliff notes" on your person, an object, or programmed within graphing calculators, palm pilots, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Copying from other students during an exam.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Altering a graded assessment and resubmitting it for a better grade without teacher permission.
- Failing to stop work promptly on an assessment when the time allocated has elapsed.

Facilitation:
- Helping or attempting to help another student violate any provision of the Academic Integrity Policy.
- Giving answers to another student for an assignment or exam.

Falsification:
- Making up information/data or a citation in any academic exercise.
- Falsifying or inventing any information, data or citation in any academic work.
- Falsification of results from research or laboratory experiments.
- Written or oral presentation of results from which research was never performed.

Plagiarism:
- Representing the words or ideas of another as one's own in any academic exercise
- Using text from another source (e.g. web sites, books, journals, newspapers, etc.) without documenting the source

- Using a direct quotation from a text without quotation marks, even if the source has been cited correctly
- Paraphrasing or summarizing the ideas or text of another work without documenting the source
- Substituting a word or phrase for the original while maintaining the original sentence structure
- Using graphics, visual imagery, video or audio without permission of the author or acknowledgment of the source
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work

Sources are Honor Codes or Academic Integrity Policies from the following schools—
Atholton HS
Council Rock HS
Deland HS
Hackensack HS