

Johns Creek High School Academic Dishonesty Process

STEP ONE - Claim

Teacher has reason to believe that a student has been academically dishonest on a major assignment in violation of the JCHS Honor Code. The teacher submits a referral in Infinite Campus and emails Mrs. McCollum outlining all relevant details.



Mrs. McCollum informs the parent/guardian(s) and the student of the claim, details, and an explanation of the process moving forward. The teacher does not communicate directly with the student or parent/guardian(s).

STEP THREE - Logistics

Mrs. McCollum assembles a three-person panel for an Honor Code Hearing. The panel will consist of one teacher, one counselor, and one administrator who have no connection to the case. Mrs. McCollum sets a date and time for the hearing.

STEP FOUR - Hearing

The Honor Code Hearing panel meets to provide due process and determine if the Honor Code has, in fact, been violated. The teacher will present their claim. The student and parent/guardian(s) may present any counterclaims or evidence.

STEP FIVE - Decision

Upon conclusion of the Honor Code Hearing, the panel will meet in private to deliberate and reach a consensus – either the Honor Code has been violated or it has not been violated. The panel then informs Mrs. McCollum of their final determination.

STEP SIX - Discipline

If the panel determines that a student has violated the Honor Code: 1st Offense results in student being assigned a 0% grade on the major assignment with no possibility of recovery; 2nd Offense results both in the 0% above and an Honor Code Violation on the official record.

STEP SEVEN - Communication

Mrs. McCollum communicates the panel's decision and implications of that decision to the student, parent/ guardian(s), and the teacher. If it is determined that the student has violated the Honor Code, Mrs. McCollum enters discipline in Infinite Campus.