

AAHS Honor Code Policy 2013-2014

A. The UCVTS School District requires adherence to specific standards of conduct in academic affairs. These standards include the expectation that no student will engage in the following unacceptable behaviors. It is the student's responsibility to clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.

1. **Cheating: Cheating is defined as dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair advantage** (*The American Heritage Dictionary*, Houghton, Mifflin.1981) Examples of cheating may include but are not limited to:

- Copying or allowing others to copy information from someone else's work, test paper, homework, and/or computer, et al.
- Unauthorized use of study aids, cheat sheets, notes, books, formulas or information in calculators/computers.
- Unauthorized prior knowledge of examination

2. **Fraud: Fraud is defined as “a deception deliberately practiced in order to secure unfair or unlawful gain”** (*The American Heritage Dictionary*, Houghton, Mifflin.1981). Examples of fraud may include but are not limited to:

- Attempting to pass off someone else's work, imagery or technology as your own, purchasing or selling an assignment from another person or technological resource
- Falsifying scientific or other data submitted for academic credit
- Forgery of signatures or tampering with official records

3. **Plagiarism: Plagiarism is defined as “to steal and pass off (the ideas or works of another) as one's own: use (another's production) without crediting the source”**(2003. www.m-w.com/cgi-bin/dictionary). Examples of plagiarism may include but are not limited to:

- The copying of the language, structure, ideas, pattern of thought, sequence of ideas, programming or computer code of another person without proper acknowledgement.

B. A teacher/administrator who believes a student has been academically dishonest will resolve the matter in the following manner:

1. First Offense

- Zero points or F grade equivalent on the assignment, based on the grading scale used; and
- Discipline referral submitted to administrator; notification to counselor and parent, and
- Notification to all Honor society organizations for possible ineligibility

2. Second Offense

- Same as noted above, and disciplinary consequences subject to a range of penalties including, but not limited to, suspension from co curricular activities, leadership roles, suspension from school sponsored activities such as School Spirit Day, Relay for Life, Multicultural Day and school dances.

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3. Third and Subsequent Offense (s)

- Same as above with additional consequences subject to penalties including but not limited to, suspension from Field Trips, the Prom, Graduation ceremony, ineligibility for graduation awards, school-sponsored scholarships, and revocation of college recommendation letters.
- ALL OFFENSES ARE CUMULATIVE FOR THE STUDENT’S ENTIRE TENURE AT UCVTS

Students, Teachers, Administrators and Parents will maintain and support the academic integrity of the school community by understanding and enforcing this school wide Honor Code policy. In addition,

Student responsibilities:

- To complete all assigned work, activities and tests honorably and ethically, according to the stated policies without engaging in cheating, fraud, plagiarism, or Fair Use Policy violations.
- To understand individual teacher assignment guidelines
- To clarify with the instructor any ambiguities about violations of the Honor Code on an assignment
- To ensure students do not make inappropriate use of their work
- Students must abide by the Union County Vocational Technical School Acceptable Use Policy (AUP) when working on UCVTS computers

Teacher responsibilities:

- To notify students of course expectations
- To maintain the integrity of the testing process
- To explain the use of permissible study aids in coursework
- To report any violation of the Honor Code policy to an administrator, school counselor, and/or parent/guardian, so proper documentation is initiated
- To check student papers for plagiarism through a variety of means, including but not limited to plagiarism detection software.

Administrator responsibilities:

- To make available to all students, teachers and parents/guardian’s a copy of the school’s Honor Code
- To administer fair consequences for Honor Code violations
- To maintain documented records of Honor Code violations

Parent/Guardian responsibilities:

- To advise the student of the parent’s expectation that the student will comply with the Honor Code
- To support the imposition of penalties if the honor code is violated

I have read the *Honor Code* and I understand the consequences should I violate the expectations of current code.

Student Name (Please Print)

Student Signature

Date

Parent/Guardian Signature

Date