

HONOR CODE

PHILOSOPHY:

In order for the students of Buford High School to be successful, an academic environment that rejects cheating or any other form of dishonesty is essential. A vital part of education is developing a sense of honor and responsibility. Such ethical principles extend to all facets of life. Self-esteem and self-respect grow from meeting challenges with honesty and individual effort. Students can earn respect for themselves and their academic work through academic integrity and ethical conduct.

TEACHER RESPONSIBILITIES:

Teachers will maintain a classroom environment where integrity is nurtured. They will:

1. recognize that cheating is a problem;
2. include the definition of cheating on their syllabi;
3. communicate to students on the first day of class the school policy on cheating;
4. utilize the following “best practices” to minimize the opportunities for students to cheat:
 - administer more than one version of a test or quiz,
 - be physically present and vigilant during a test or quiz,
 - avoid giving tests or quizzes when they are absent unless the test is composed of essay or discussion questions,
 - number tests for accountability (i.e., to reduce the chances of the tests being stolen),
 - have students use cover sheets during quizzes and tests,
 - store tests in a secure location,
 - arrange student seating to minimize student visual access to other students’ test or quiz answers,
 - specify if student assignments are to be done cooperatively or individually;
5. collect all evidence of cheating prior to students exiting the classroom. Cheat sheets, duplicate answers on dissimilar tests and quizzes, computer copies of plagiarism, or a signed admission of what transpired during the cheating incident will reinforce the teacher’s position; and
6. follow consistently the steps for consequences for students who violate the Honor Code.
 - BHS aligns academic honesty policies with similar policies found at colleges and universities. Recognizing, understanding, and using academic integrity policies prepare students for college and life. It is an essential part of education and citizenship.

DEFINITION OF CHEATING:

Cheating includes any attempt to defraud, deceive, or mislead a teacher in his or her arriving at an accurate assessment of student achievement. Cheating includes (but is not limited to) the following:

1. Looking at a test, quiz, or exam of another student during an assessment;
2. Attempting to communicate information in any way during an in-class assessment;

3. Having cheat sheets, or having information written on the body or personal objects;
4. Using programmed calculators or other electronic devices unless expressly permitted by the teacher;
5. Looking at quiz, test, or exam materials prior to their administration;
6. Failing to give credit for the ideas, words, or works of others;
7. Giving information regarding an assessment to another student who is scheduled to take the same evaluation; and
8. Submitting work through the use of technology that is not created by the student, including but not limited to file sharing (submitting the same work with different header), copying files to and from disks and websites, or purchasing solutions or works from others.

CATEGORY VIOLATIONS

A. Homework

Homework is assigned as a means of reinforcing classroom instruction and is often used as an indicator of student comprehension or progress.

The following are considered Honor Code violations:

1. Copying or paraphrasing all or part of another's homework;
2. Allowing another to copy or paraphrase one's work;
3. Receiving help on assignments that have been identified by the teacher as work to be done solely by the individual, including reading; and/or
4. Using Internet or purchased summaries of reading assignments instead of reading the assigned homework.

B. Tests

Obtaining help or giving help prior to or during a test or quiz is considered cheating.

The following are considered Honor Code violations:

1. Passing test questions or answers to other students (whether in the same or in another class);
2. Receiving test questions or answers from other students (whether in the same or in another class);
3. Possessing or using "crib" or cheat sheets on the body or on personal objects;
4. Obtaining a copy of the test or quiz before it is administered;
5. Modifying electronic test materials so they will not score properly; and/or
6. Attempting to gain an unfair advantage before or during a test, such as looking at another student's work, turning around, using the internet as a resource for identical tests, leaving books or notes open; signaling; deliberately and repeatedly choosing to miss classes through unexcused absences, lateness to school, or early dismissal to avoid taking a test or handing in an assignment. There must be direct communication between the teacher and the parent before a student may reschedule a missed test.

C. Research Papers and Essays

Plagiarism is the act of stealing, using, and/or passing off another person's ideas or words as your own. Properly document the sources of information used for your research paper and essays so that you will not be guilty of plagiarism.

The following are considered Honor Code violations:

1. Copying phrases, sentences, or paragraphs without using quotation marks or other appropriate formatting and without giving proper documentation of the source;
2. Paraphrasing or summarizing ideas without giving proper documentation of the source;
3. Asking someone or paying someone to write a research paper for you;
4. Selling or giving an assignment to students who submit it as their own;
5. Downloading from the Internet and submitting a research paper or article in its entirety or in part; and/or
6. Submitting another student's research paper as one's own.

D. Lab Reports

While students may work in the lab with a partner and each will have the same data, the remaining sections of the lab report should be one's own work. This includes any computations, graphs, diagrams, and conclusion questions.

The following will be considered Honor Code violations:

1. Attempting to corrupt another student's data;
2. Presenting another student's work (computations, graphs, diagrams, answers to conclusion questions) as one's own; and/or
3. Misrepresenting laboratory data.

E. Use of Calculators

Calculators may be used in class only with the permission of the instructor.

The following will be considered Honor Code violations:

1. Sharing a calculator during a test or quiz;
2. Using any calculator in class not approved by the teacher;
3. Storing test information in calculators; and/or
4. Using test information that has been stored in a calculator.

F. Use of Technology and Web 2.0

The following will be considered Honor Code violations:

1. Giving out personal identifying information such as name, address or photographs;

2. Sharing passwords or login information;
3. Harassing, discriminating, or threatening the safety of others;
4. Using educational tools inappropriately for school use—always abide by the school’s policies and procedures;
5. Unethically using information and citing it as your own;
6. Downloading software of any type; and/or
7. Logging into a computer for anyone else.

Student Responsibilities to Avoid Cheating:

- A. Ask permission to use a cover sheet during quizzes and tests.
- B. Ask teachers to specify if student work is to be done cooperatively or individually if there is any doubt.
- C. Remove all materials from desktop except for test materials.
- D. Close all books. Put away any loose papers.
- E. Take careful notes when doing research in order to avoid plagiarism. Don’t forget that any idea not one’s own must be properly documented, even if one is using paraphrased sentences rather than direct quotations.
- F. Respect yourself. Take pride in your work and your work ethic.

ADMINISTRATIVE CONSEQUENCES FOR HONOR CODE VIOLATIONS

If a student violates the Honor Code, the teacher will give a zero for the assignment, contact the parents, and make an administrative referral. The disciplinary action will begin on Step 3 of the Disciplinary Scale.

The consequences will advance one step on the Disciplinary Scale for each repeated offense.

Additional penalties may include but are not limited to the following:

- Loss of National Honor Society membership
- Loss of eligibility for admission into National Honor Society
- Loss of Beta Club membership
- Loss of eligibility for admission into National Honor Society
- Loss of Student Council officer position and/or membership
- Loss of Honor Graduate status
- Loss of Honor Graduate stole
- Loss of Valedictorian status and medal
- Loss of Salutatorian status and medal
- Loss of other privileges, positions, or opportunities requiring trustworthiness and responsibility