



## **Herndon High School CODE OF ACADEMIC INTEGRITY**

Our goal at Herndon High School is to promote a fair and honest learning environment to facilitate academic success.

Resorting to cheating and plagiarism erodes the ability of students to strive for excellence.

### **The Honor Code**

*Students attending Herndon High School are expected to conduct themselves honorably in pursuit of their education. Cheating, plagiarism, and fraud violate ethical and moral rules of conduct and will not be tolerated at Herndon High School.*

### **Cheating**

Defined as *receiving or giving unauthorized academic assistance.*

#### **Examples including, but not limited to**

- Copying answers from another student's quiz/test
- Providing or using unauthorized notes, data, or other aids, such as dictionaries, calculators, cell phones, or other electronic devices, during quizzes or tests
- Copying another student's homework/project, either in part or its entirety
- Pressuring someone to provide his or her homework or assignment for the express purpose of copying

### **Committing Fraud**

Defined as *a deception deliberately practiced in order to secure unfair or unlawful gain.* (The American Heritage Dictionary, page 699.)

#### **Examples including, but not limited to**

- Signing a parent's/guardian's signature or anyone else's other than one's own on any document, including FCPS or Herndon High School documents
- Hiring or paying another student/person/website to complete school assignments
- Misrepresenting experience and/or participation in a club or organization on a resume
- Presenting community service hours for course credit or honorary requirements when no service was performed
- Submitting a project or assignment, without making substantial changes, more than once for credit (without teacher permission)

### **Plagiarizing**

*To use and pass off the ideas or writings of another as one's own.* (The American Heritage Dictionary, page 1340.)

#### **Examples including, but not limited to**

- Copying material directly from published material or a website without providing documentation and a bibliography
- Turning in an assignment or project as your work when it was written in part or entirely by someone else
- Making up sources or including references in your works cited page
- Altering, restating, or paraphrasing another person's words, ideas, or work without giving credit or acknowledging your sources. This would include but not be limited to text, music and video clips, photos, graphics, and artwork

### **Stealing**

Defined as *taking the property of another without right or permission.* (The American Heritage Dictionary, page 1696.)

#### **Examples including, but not limited to**

- Taking another's piece of writing/work and submitting it as your own.
- Taking teacher copies of quizzes and/or tests from a classroom/workroom.

### **Student Responsibilities**

- Learn the HHS Honor Code
- Pledge to uphold and sustain academic integrity in our school by being an example to others
- Help create an academic environment where all members of the school community view cheating as socially unacceptable

### **Parent/Guardian Responsibilities**

- Fully understand the school's Honor Code policy
- Support the academic integrity of the school by establishing clear expectations that their students will adhere to the Honor Code
- Support the school's decision regarding consequences should their students violate the Honor Code

### **Teacher Responsibilities**

- To present and uphold the HHS Honor Code
- To display the Honor Code in the classroom
- To closely monitor students in a testing environment
- To report any violation of the Honor Code to the parent/guardian and appropriate administrator

### **Administrator Responsibilities**

- To provide students, parents, and faculty/staff a written copy of the HHS Honor Code
- To present and uphold Honor Code
- To display the Honor Code in hallways
- Maintain a written record of Honor Code violations in student discipline folders

### **Consequences for Violating the Honor Code**

#### **1st Offense**

- Teacher notifies parent
- Student will receive zero on assignment

#### **2nd Offense**

- Receive all 1st offense consequences
- Notification will be sent to honor societies and/or class office sponsor
- Student will receive a discipline referral

#### **3rd Offense**

- Student will receive a 0% on the assignment/assessment
- School personnel will not write or prepare any letters of recommendation for the student (i.e. for TJHSST or college admissions, for employment, etc.)
- Student will receive a discipline referral, serve a one day suspension for cheating and for failing to comply with the behavioral contract.

### **Honor Code Presentation to Students**

- The Honor Code will be added to the SR&R video and reviewed along with the SR&R
- Plagiarism presentation to all 9th grade English classes by Kay Rice and Bonnie Prouty during the 1st qtr.
- All students will be required to sign the Herndon Honor Code Pledge!