



## Honor Code VANDEGRIFT HIGH SCHOOL

### THE PLEDGE FOR STUDENTS

Students at Vandegrift High School recognize that, to insure honest conduct, more is needed than an expectation of academic honesty. Each student has a “**duty to act**” on violations of the honor code.

*As a student at VHS, I recognize that I have a “duty to act”. Doing nothing is not an option. I pledge to be conscientious, respectful, honest and responsible. I understand that each time I sign my name to a school document, I am affirming this pledge.*

**WE HAVE A DUTY TO ACT.** Although we may not be required to specifically identify the offender, we are obligated and have a duty to act. When confronted with academic dishonesty, we can’t “do nothing”. We must respond to honor code violations as a member of the campus academic community by taking action to address the act of dishonesty.

### ADDRESSING ACTS OF DISHONESTY

The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or supervising professional employee, taking into consideration written materials, observation, or information from students.

### CATEGORIES OF HONOR CODE INFRACTIONS:

- **Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is considered plagiarism.
- **Collusion** is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for grading by another.
- **Misconduct** during an exam includes taking unauthorized material into a classroom, disruptive behavior and communicating with others during the exam.

## **EXAMPLES OF HONOR CODE VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:**

- Copying homework or allowing another student to copy homework.
- Collaborating on homework without the permission of the teacher.
- Plagiarizing by taking credit for work done by another without giving proper credit, including Internet sources.
- Sharing or receiving answers to items included on, homework, tests or quizzes.
- Procuring and/or studying from tests or quizzes obtained without the teacher's permission to include students purchasing test banks and essays.
- Accessing answers written on a cheat sheet, item of clothing or anywhere else during a testing situation.
- Looking at or allowing another student to look at your answer sheet during a test or quiz.
- Talking, using signs or making gestures before, during or after a quiz or test for the purpose of communicating with other students.
- Using any electronic device (cell phone, MP3, CD player, palm pilot, calculator, etc.) to access information before, during, or after a test or quiz.
- Sabotaging a fellow student's work in order to gain advantage.
- Collusion and/or theft of tests or teaching materials.
- Students caught skipping class to avoid assessments or due dates.

## **PENALTIES**

A student who is found to be in violation of the Honor Code, will receive the following:

- 1) Cheating and/or skipping on a test/project/paper/quizzes
  - a) 0% with the opportunity to redo for a max grade of 50%,
  - b) Disciplinary consequence (i.e., Saturday school, mandatory tutoring, detention, etc.)
- 2) Cheating and/or skipping on daily work
  - a) 0% with no opportunity to redo
- 3) Repeat Offenders
  - a) 0% with no opportunity to redo
  - b) Disciplinary consequence
  - c) Loss of exam exemption privileges

\*Please see addendum for specific information pertaining to International Baccalaureate

## **RECORD KEEPING**

Honor Code violations are reported to honor societies, clubs and organizations.

Honor Code violations are kept on record with the Assistant Principal and Dean of Instruction.

Parent notified by teacher  
\_\_\_\_\_ Date \_\_\_\_\_ Time

## HONOR CODE REFERRAL

Name of Student Click here to enter text. \_\_\_\_\_ ID# Click here to enter text. \_

Department Click here to enter text. \_\_\_\_\_ Course Click here to enter text.

Is this course an 11<sup>th</sup> or 12<sup>th</sup> grade IB Diploma Course? Click here to enter text.

School Year Click here to enter text. \_\_\_\_\_ Teacher Click here to enter text.

Description of Alleged Violation Click here to enter text. \_\_\_\_\_

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\*attach additional documentation as needed

Date: Click here to enter a date. \_\_\_\_\_ Time Click here to enter text. \_\_\_\_\_ Place Click here to enter text. \_\_\_\_\_

Assigned Consequences for Honor Code Violation: Click here to enter text. \_\_\_\_\_

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### **Acknowledgement of Honor Code Violation**

I, \_\_\_\_\_, have been notified of the Honor Code violation documented above. My teacher or administrator has met with me to discuss the violation and the assigned consequence.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

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### For Administrator Use Only

IB Student: Yes/ No

- If yes, please notify the IB Coordinator

Offense Code: Choose an item.

Action Code: Choose an item.

Incident #: \_\_\_\_\_



## HONOR CODE ADDENDUM INTERNATIONAL BACCALAUREATE

International Baccalaureate policy statements on academic dishonesty are as follows:

- Where academic dishonesty is proven, a grade of “N” is awarded and no further exam registration by the candidate is allowed.
- If academic dishonesty or collusion is suspected in external or internally assessed components of the examination, IBO must be contacted immediately.

Incidents of academic dishonesty are subject to review by a committee composed of the IB Coordinator, an administrator, and an IB faculty member. The committee may recommend any one or a combination of the following penalties in addition to the academic penalties imposed by the teacher in whose class the misconduct occurred. Parents will be informed of the committee decision.

- Immediate notification of IBO if academic misconduct occurs in relation to Internal or External Assessments. This notification may result in disqualification from IB examinations or removal by IBO of the award of the IB Diploma.
- Placement of the record of the infraction(s) in student’s official school file. (Office Referral)
- Notification of infraction made available to other school organizations and principal.

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### References:

Cornell University Code of Academic Integrity  
Georgia Tech Honor Code  
IBO.org: Academic Dishonesty in the Diploma Programme  
L.C Anderson High School IB Honor Code  
Northwestern University Principles and Safeguards  
Stanford University Honor Code  
Winter Park HS IB Honor Code