

# *Harvard High School Honor Code Rationale*

Academic honesty and integrity are essential to excellence in education and are founded upon three fundamental values:

- Honesty- the expectation that each person will tell and defend the truth.
- Responsibility- the expectation that each person will be accountable for and will accept the consequences of his or her actions.
- Trust- the expectation that each person will be able to rely on the integrity and character of others.

The Honor Code represents the values we view as essential to our school and asks that we hold each other to a high standard of integrity and personal achievement. Students, parents, and staff members have a responsibility to promote an academic culture that respects and fosters individual excellence.

Through this commitment, students and faculty will focus on fully achieving their potential in the areas of academics and personal character.

Since assignments, exams, and other schoolwork are measures of student performance, honesty and integrity are required to ensure accurate measurement of student learning.

## *Harvard High School Honor Code*

### **HHS student expectations:**

- Each student must turn in his or her own work. Specific list of cheating infractions (including but not limited to...)
  - Cheating on class assignments
    - Copying of assignments, projects, papers, or images
    - Allowing someone else to copy work
    - Collaborating without specific permission from the teacher including sharing answers in any form (e.g., picture on phone)
    - Plagiarizing from other students or from published materials including websites. Plagiarism is defined as, “using someone else's words, work, or ideas without giving the source credit.”
  - Cheating on assessments
    - Obtaining test materials or answer keys prior to the test
    - Taking pictures of tests, answer sheets, or forms
    - Using notes in any form unless pre-approved
    - Using any electronic device to obtain answers
    - Attempting to see/copy a classmate's answers
    - Sharing any of the above items with others

### **HHS staff and parent expectations:**

- We believe staff and parents should:
  - encourage the citation of all content that is not original
  - encourage the use of online search tools that provide copyright friendly content (e.g., images, charts, graphs, etc.)
  - encourage the use of online plagiarism detector(s) to help students understand when they plagiarize (e.g., *Turnitin.com*)

- be knowledgeable of appropriate academic and discipline procedures including activities that are not acceptable
- discuss these expectations (found in syllabus/handbook) with your student(s)
- hold all students accountable

**Recommended** consequences (regardless of point value, summative or formative label):

- First HHS career violation
  - Notify parents
  - Meet with student(s) and discuss problem, use discretion
  - Failing assignment/assessment (zero, no credit)
  - Meet with DC or Dean and complete Honor Code violation form
  - Notify Dean of Students, complete discipline referral
- Second HHS career violation
  - Notify parents and arrange a meeting
  - Meet with student(s) and discuss problem
  - Failing assignment/assessment (zero, no credit)
  - Meet with DC or Dean and complete Honor Code violation form
  - Notify Dean of Students, complete discipline referral
  - Honor code committee will determine further consequence(s)
- Third HHS career violation
  - Complete Honor Code violation form
  - Notify Dean of Students, complete discipline referral
  - Notify building Principal who will meet with student and parents

Subsequent HHS career violations will be reviewed by Honor Code Committee, Dean of Students, Principal, parents, and anyone else deemed relevant to the offense. The consequence will be determined at that time.