



HAMMOND HIGH SCHOOL HONOR CODE

Hammond High School is a place where learning and knowledge are based on the core values of honesty, integrity, and personal responsibility. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain those standards as they strive for continuous improvement. We expect Hammond students to take responsibility for their actions and thus maintain academic honesty and a positive learning environment. We are faced with choices every day. The decisions we make define our character. At Hammond High School, one of our goals is to encourage the development of positive character traits. Our Honor Code is designed to ensure that our students reach that goal.

As a result, we must also illustrate the types of actions that would negatively impact the core values of our community.

DEFINITIONS of VIOLATIONS

- **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- **Facilitation:** Helping or attempting to help another student violate any provision of the Honor Code
- **Falsification:** Making up information/data or a citation in any academic exercise
- **Plagiarism:** Intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise
- **Lying:** Knowingly making a false statement
- **Stealing:** Taking, obtaining, or using others' property without the express permission of the owner
- **Computer/Electronic Communication Misuse:** Any unauthorized use of computers, software, Internet, network or other technology; accessing inappropriate websites; misuse of account credentials; disrupting the normal operation of a technology system

EXAMPLES of VIOLATIONS

- Copying another student's homework, classwork, or ideas without the instructor's permission (**cheating/plagiarism**)
- Allowing another student to copy homework or classwork without the instructor's permission (**facilitation**)
- Not acknowledging another writer's ideas or direct words within a given assignment. A list of resources alone is not sufficient. (**plagiarism**)



- Copying or paraphrasing an excerpt from the Internet or any other resource without citing the source (**plagiarism**)
- Cheating on exams, tests, or quizzes, including failure to follow behavioral and procedural guidelines before, during, and after testing situations (**cheating**)
- Copying or buying an essay, lab report, or project and submitting it as one's own (**cheating/plagiarism**)
- Using an assignment from a student who previously took the class and submitting it as one's own (**cheating**) and/or providing that assignment to a current student (**facilitation**)
- Using a computer translator in a World Language class without the teacher's permission (**cheating**)
- Obtaining information about the content of an exam, test, or quiz from a student who has already taken the exam/quiz (**cheating**)
- Providing information about the content of an exam, test, or quiz to a student who has not yet taken the exam/quiz (**facilitation**)
- Making up a source to use as a citation in an assignment (**falsification**)
- Any academic integrity violation not listed

Student Responsibility: Students who have doubts about how the above violations could apply to a particular assignment must seek specific guidance from the instructor before turning the assignment in for a grade. This includes clarification on proper citations, whether work is to be independent or cooperative, and proper use of technology.

Due Process: When a violation has occurred, the teacher will confer with the student, notify a parent, and give the student the opportunity to request a due process meeting. If a due process meeting is requested, the student will be given the opportunity to discuss the specific Honor Code violation at a scheduled meeting with his or her teacher and instructional team leader or designee.

CONSEQUENCES for VIOLATIONS

1st offense: 0 on entire assignment. Disciplinary referral may be submitted to and conference with administrator or other discipline under the HCPSS student code of conduct

2nd (or subsequent) offenses: 0 on entire assignment. Parent conference with administrator. Disciplinary referral to administrator for suspension from school or other discipline under the HCPSS student code of conduct

Offenses are cumulative and consequences increase for each offense committed throughout a student's career in the Howard County Public School System.



A student's disciplinary record is considered during the application process for all Honor Societies. A violation of the Honor Code may impact a student's continued participation in any Honor Society and a staff member's choice to complete recommendation letters for colleges, scholarships, and other programs. Information about violations may be shared with coaches and advisors of extracurricular activities upon request.

It is much easier to explain a poor grade to your parents, a college, or a potential employer than to explain an Honor Code violation.

Parts of this policy are adapted from Dr. Andrea Goodwin, Associate Director, Office of Student Conduct, Univ. of Maryland presentation and the UM Code of Academic Integrity (instituted 1990-91), the River Hill High School Academic Integrity Policy & Honor Pledge, the Atholton High School Academic Integrity Policy, the Glenelg High School Honor Code, the Marriotts Ridge High School Student Code of Honor and Integrity, the Wilde Lake High School Academic Honor Code, and the Virginia Tech Honor Code.