

2017-2018 Carrboro High School Honor Code

Honesty, integrity, responsibility and mutual respect are the keys to true learning. The purpose of the CHS Honor Code is to promote a community of trust that will support student achievement. Students who accept responsibility for creating a climate of academic integrity will benefit for a lifetime.

Regarding Academic Integrity

1. **Cheating** is defined as the dishonest violation of rules, or giving or receiving of unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair advantage (*The American Heritage Dictionary*, 229).
 - *Examples of cheating include but are not limited to:*
 - ◆ Copying or allowing others to copy from someone else's work
 - ◆ Using unauthorized materials and methods such as study aids, cheat sheets, notes, books, formulas or information in calculators/computers, electronic information, cell phone or other forms of electronic communication.
 - ◆ Sharing or receiving test information from students taking the same class.
 - ◆ Choosing to be absent on the due date of a project, paper, quiz, or test.
 - ◆ Submitting the same work in multiple classes without prior approval
2. **Plagiarism** is copying the language, structure, idea, and/or thought of another person and representing it as one's own original work or using information obtained from printed or electronic sources that is not appropriately cited.
 - *Examples of plagiarism include but are not limited to:*
 - ◆ Copying and pasting information into an assignment without proper citation
 - ◆ Using images from electronic or print sources without proper citation
 - ◆ Unauthorized use of translation services or devices
3. **Fraud:** Fraud is defined as "a deception deliberately practiced in order to secure unfair or unlawful gain" (*The American Heritage Dictionary*, 523).
 - *Examples of fraud include but are not limited to:*
 - ◆ Presenting someone else's work, imagery or technology as your own or purchasing or selling an assignment (e.g. www.freeessays123.com)
 - ◆ Falsifying scientific or other data submitted for academic credit
 - ◆ Forgery of signatures or tampering with official records

Student Responsibilities:

- To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests according to the stated policies without engaging in cheating, fraud, or plagiarism.
- To understand the school-wide Honor Code and individual teacher assignment guidelines.
- To clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.
- To ensure that other students do not make inappropriate use of their work.
- To follow teacher expectations and requirements for creating an honest testing environment.
- To abide by the Chapel Hill Carrboro City Schools Acceptable Use Policy for CHS computers.

Teacher Responsibilities:

- To maintain and support the academic integrity of the school community.
- To clearly present the school-wide Honor Code and individual teacher assignment guidelines, including specific guidelines for collaboration, in the syllabus.
- To maintain the integrity of the testing process through monitoring test taking, changing assignments from year to year, developing multiple versions of a test and other methods.
- To explain the use of permissible study aids in coursework.
- To highlight issues of academic integrity through ongoing classroom discussion.
- To instruct students in proper research techniques, including note-taking strategies and citation methods.
- To report any violation of the Honor Code to the student's Assistant Principal, Guidance Counselor, and parent/guardian.
- To check student papers for plagiarism through a variety of means, including, but not limited, to plagiarism detection software such as Turnitin.com.
- To give a grade of zero or F on assignment, and/or other appropriate penalty to any student violating the Honor Code.

Administrator responsibilities:

- To maintain and support the academic integrity of the school community
- To make available to all students, teachers and parents a copy of the CHS Honor Code
- To administer fair consequences for Honor Code violations
- To maintain records of Honor Code violations

Parent/Guardian responsibilities:

- To support the academic integrity of the school community
- To become knowledgeable of the school-wide Honor Code and individual teacher guidelines
- To advise the student of the parent's expectation that the student will comply with the Honor Code
- To support the imposition of penalties if the Honor Code is violated

Student Rights

In all cases regarding a suspected violation, the student will be given, at a minimum, the following rights:

- Confidentiality
- Rights outlined in the current version of CHCCS School Board policy.

Consequences

(Note: these are cumulative throughout high school)

1. First Offense

- Re-do assignment for up to 50% credit; **and**
- Referral to administration; **and**
- Parent contact by teacher; **and**
- Reflective essay submitted to administration (1 page).

2. Second Offense (same as above except)

- Grade of "0" on the assignment; **and**
- One day of ISS; **and**
- Reflective essay (3 pages); **and**
- Exclusion from NHS and Student Government; **and**
- Administrative conference with parent/student

3. Third Offense (same as above except)

- One day of OSS; **and**
- Release of information to counselors; **and**
- Suspension from extracurricular activities (90 days)

After reading the Honor Code, both student and parent/guardian must sign and date this form and submit it to the appropriate faculty member, as directed. The Honor Code is posted on the CHS web site.

Works Consulted

"Cheat." *The American Heritage Dictionary*. Ed. William Morris. Boston: Houghton, Mifflin.1981.

"Duke University Academic Integrity Council." Duke University. 2008. <<http://integrity.duke.edu/index.html>> 12 Mar. 2008.

"Fraud." *The American Heritage Dictionary*. Ed. William Morris. Boston: Houghton, Mifflin.1981.

"University of North Carolina Honor System." UNC-Chapel Hill. 16 Aug. 2004. <<http://honor.unc.edu/students/index.html>> 12 Feb. 2008.

"W.T. Woodson Honor Code." W.T. Woodson High School. 31 Aug. 2007.

<http://www.fcps.edu/woodsonhs/guidance/academics/ai_honorcode.htm#> 12 Feb. 2008.* *

**A special thanks to W.T. Woodson High School for allowing CHCCS to use and modify its honor code.

Student and Parent/Guardian Signatures

We (student and parent/guardian) have read the CHS Honor Code and understand:

- ☐ The definitions of cheating, plagiarism, and fraud
- ☐ Student responsibilities
- ☐ Teacher responsibilities
- ☐ Parent responsibilities
- ☐ The use of plagiarism detection software, such as Turnitin.com to review student papers
- ☐ The consequences for Honor Code violations

Student Signature:_____date_____

Parent/Guardian Signature:_____date_____