

Chapel Hill High School Honor Code

Honesty, integrity, responsibility and mutual respect are the keys to true learning. The purpose of the Chapel Hill High School 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 life time.

Regarding Academic Integrity – Chapel Hill High School requires adherence to specific standards of conduct in academic affairs. These standards include the expectation that no student will engage in the following unacceptable behaviors:*

1. **Cheating:** 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 information from someone else's work, test paper, homework, electronic information, etc.
- Using unauthorized materials and methods including the use of study aids, cheat sheets, notes, books, formulas or information in calculators/computers, electronic information, cell phone or other forms of electronic communication, or other sources.
- Unauthorized prior knowledge of examination including 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 to more than one teacher for class credit without prior approval

2. **Plagiarism:** 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 from a webpage into a paper or Power Point presentation without proper citation
- Using images from electronic or print sources without proper citation
- The 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:

- Attempting to pass off someone else's work, imagery or technology as your own, purchasing or selling an assignment from another person or technological resource (e.g. www.freeessays123.com)
- Falsifying scientific or other data submitted for academic credit
- Forgery of signatures or tampering with official records

****It is the student's responsibility to clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.***

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.

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 Chapel Hill High School 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

Turnitin.com

To deal with increased plagiarism made possible by electronic communications, Chapel Hill High School has subscribed to a service called "Turnitin.com." This is a service that compares student papers to an extensive database. The guidelines we will be using are as follows:

Teachers will check student papers for plagiarism through a variety of means, including but not limited to personal research and plagiarism detection software offered by "Turnitin.com." Teachers will use such reviews to instruct students regarding appropriate use of secondary source materials. In the case of clear plagiarism, however, discipline (including failing grades) may be imposed. "Turnitin.com" review includes a comparison of student papers to documents in a reference database, the Internet, and other available sources. Submitted papers will become part of the "Turnitin.com" database for plagiarism detection.

- **Students and parents agree that by submitting student papers for grading and credit, they understand and agree to this review of their papers.**
- Students must abide by the Chapel Hill Carrboro City Schools Acceptable Use Policy (AUP) when working on CHHS computers, regardless of whether they are using "Turnitin.com" or other programs. The AUP is available on page 17 of the CHHS Student Handbook.

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 Chapel Hill Carrboro City Schools School Board policy.

Consequences - Violations of the Honor Code accumulate throughout high school.

1. First Offense

- Zero points or F grade equivalent on the assignment, based on the grading scale used; **and**
- Discipline referral (see Academic Violations p. 20 CHHS Student Handbook) and consequences determined by administrator. These may include but are not limited to an assignment to lunch detention, referral to the Honor Court, ISS, OSS, after school detention, Saturday school, removal of school privileges, and on/off campus community service; **and**
- Notification to counselor and parent; **and**
- The issue will be referred to any honor societies (if applicable) to which the student belongs; **and**
- The student will not be allowed to participate in extracurricular activities for one week.

2. Second and Subsequent Offenses

- Same as above but lunch detention will not be considered **and**
- Consequences will increase in severity

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 CHHS to use and modify its honor code.