



Woodgrove High School Honor Code

The Woodgrove High School community strives to uphold standards of integrity, respect, cooperation, and trust; supported by interpersonal and intellectual honesty.

We remind students daily to work, honor, and strive so that these core values can serve as a foundation for academic success and personal fulfillment throughout a student's life.

Woodgrove High School's Honor Code is:

On My Honor, I have neither given nor received unauthorized aid on this test, quiz, or assignment.

Cheating

Cheating includes the actual unauthorized use of any information other than one's own work and/or original thoughts. The purpose of assessments is to determine individual student mastery of the information presented. When cheating occurs, it is not a valid assessment of an individual's mastery. Examples include, but are not limited to, the following:

- Copying from another person's (s') work or allowing another person to copy his/her work or assessment.
- Talking/signing/texting during an assessment.
- Relaying assessment content to students taking the assessment at another time.
- Using study aids/notes/books/data/phones/electronic devices, etc., without the teacher's express permission to do so.

Plagiarism

Examples of plagiarism include, but are not limited to, the following:

- Copying of language structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement.
- Copying word for word without using quotation marks or giving credit to the source of the material.
- Failing to give the original source credit through documentation and bibliography.
- Having somebody else complete assignments, either partially or completely, which are then submitted as one's own work.

Falsifying / Lying

Examples of falsifying/lying include, but are not limited to the following:

- Forging the signature of another.
- Adding/deleting/manipulating information on academic work or assessments.
- Tampering with official records, passes, or any other administrative document.
- Lying or failing to give complete information to school personnel.

Stealing/Theft/Vandalism

Woodgrove students will respect the personal property of others. Stealing is the intentional taking of property belonging to others (including school property) without the owner's consent. This shall also include any damage to personal or school property.

Responsibilities

Students will...

- Exercise academic honesty in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers.
- Use sources in the proper manner.
- Follow the Honor Code and report any violations to school personnel.

Teachers will...

- Develop, model, and sustain ethical practices within the classroom setting.
- Report violations to counselor and administrator.
- Discuss violations and consequences with the student or students.
- Contact student's parent or guardian regarding a violation.
- Record a failing grade for the assignment.

Families will...

- Discuss the Honor Code with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the Honor Code.

Administrators will...

- Ensure that all faculty, students, and parents receive the Honor Code.
- Help contribute to the school wide environment that encourages adherence to the Honor Code.
- Maintain accurate records of Honor Code violations.
- Ensure that the Honor Code is being applied consistently throughout the school.

Consequences

Violations of the Honor Code accumulate throughout the student's high school career and across all courses.

First and Subsequent Offenses

- Immediate referral to the student's administrator and director of school counseling or the individual student's counselor for information purposes and to be recorded in the student's permanent record. Student will write a statement the offense and how they violated the honor code.
- Teacher or teacher and counselor will notify student's parents by phone of the violation and offer a conference with parents.
- Teacher will send a written letter to the parents of the student for school documentation and communication purposes.
- Forfeiture of credit for the work ("0" for numerical scale, "F" for letter grade)
- Teacher will either make the student "redo" the mastery assignment or assign an alternative assignment to ensure student mastery of concepts. The highest grade the student can earn will be a 50%.
- Student must retrain on the plagiarism and cheating PowerPoint and retake the assessment. (Student will be retrained during lunch in the in-school restriction room until the student has passed the mastery assessment on plagiarism and cheating.)
- If the student is a member of any honor society, the administrator or director of school counseling will notify the sponsor of the society of the violation. The society will decide consequences for the member according to the by-laws of the society.

Second and Subsequent Offenses

- Immediate referral to the student's administrator and director of school counseling or the individual student's counselor for information purposes and to be recorded in the student's permanent record. . Student will write a statement the offense and how they violated the honor code.
- The teacher or teacher and counselor will notify student's parents by phone of the violation and arrange a conference. Attendees will be the student's administrator, the teacher, the counselor, the parent and the student.
- The teacher will send a written letter to the parents of the student for school documentation and communication purposes.
- Forfeiture of credit for the work ("0" for numerical scale, "F" for letter grade)
- If the student is a member of any honor society, the administrator or the director of school counseling will notify the sponsor of the society of the violation. The society will decide consequences for the member according to the by-laws of the society.
- The student will be assigned one day of in-school restriction.

Third and Subsequent Offenses

- The administrator will immediately notify the student's parents and the student will be assigned two (2) days of in-school restriction. Student will write a statement the offense and how they violated the honor code.

- Alternative discipline may be assigned as well. Discipline for subsequent offenses will be administrator’s discretion.
- The administrator will arrange a conference with the teacher, the counselor, the parent, the student and his/her administrator. Consequences for any additional violations of the Honor Code will be discussed at that time.
- The administrator will send a written letter to the parents of the student for school documentation and communication purposes.
- Forfeiture of credit for the work (“0” for numerical scale, “F” for letter grade)
- If the student is a member of any honor society, the administrator will notify sponsor of the society of the violation. The society will decide consequences for the member according to the by-laws of the society.

Adapted from University of Virginia, South Lakes High School and Stone Bridge High School Honor Codes.

Woodgrove High School Honor Code Acknowledgement and Receipt

I have read and acknowledge receipt of the Woodgrove High School Honor Code. I understand the actions which violate the code, the code responsibilities, and the consequences of code violations.

The Woodgrove High School Honor Code is:

On my honor, I have neither given nor received unauthorized aid on this test, quiz, or assignment.

Student printed name	Grade	ID	Student signature
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Parent printed name	Date	Parent signature
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