



# Westfield High School Honor Code

## Statement of Purpose

The Westfield Honor Code is based on and reflects the fundamental beliefs that:

- Every student has the right to learn in an academic environment free from the injustices caused by any form of intellectual dishonesty.
- The honesty and integrity of all members of the school community are crucial in achieving and sustaining academic excellence; and
- Personal Responsibility, Respect, Integrity, Discipline, and Empathy (PRIDE) will be evident in all Westfield High School activities and programs.

The functions of the Westfield Honor Code are to:

- Communicate the meaning and importance of intellectual honesty to all members of the school community (students, parents, teachers, staff, and administrators);
- Explain and support the highest standards of conduct in academic and co-curricular affairs; and
- Educate, identify, and sanction those who do not follow these standards.

The Honor Council is the faculty panel charged with enforcement of the Honor Code.

## Honor Code Infractions

The following list defines and provides examples of Honor Code infractions:

### Prohibited Use of Technology

Students may not access unauthorized electronic devices during testing situations. If an unauthorized device is seen or heard at any time (including breaks) it may be confiscated and considered an Honor Code infraction. This policy applies to, but is not limited to, phones; tablets; laptops; calculators; portable internet devices; mp3 players; and cameras.

### Cheating

Cheating is the giving or receiving of unauthorized assistance or unfair advantage on any form of academic work. Such acts include, but are not limited to:

- copying any assignment in whole or in part;
- allowing the copying of any assignment in whole or in part;
- unauthorized collaboration with others on independent assignments;
- talking or the use of signs or gestures during an assessment;
- unauthorized use of electronic devices during assessments;
- passing or discussing test or quiz information during a class period or from one class to members of another class;
- submission of pre-written writing assignments at times when assignments are supposed to be written in class;
- unauthorized use of study aids, notes, books, data, technology, or other information; and
- deception; sabotaging the projects or experiments of other students.

### Plagiarism

Plagiarism is the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another person and passing it off as one's original work. Such acts include, but are not limited to:

- submitting as one's own work an essay or project (in whole or in part) authored by another person (peer, scholar, reference work, online source, etc.); and
- failing to use proper documentation (works cited, bibliography, parenthetical citations, footnotes, endnotes, etc.).

## Teacher Actions

Staff members who suspect a student of committing an honor code infraction will:

### Progression of Consequences

#### 1<sup>st</sup> Infraction

- **Privately discuss the matter with the student**
- **Notify the student's parents/guardians.**
- **Submit a SIS referral to the student's administrator**
  - Student will be offered an opportunity to appeal.
  - When appropriate, a re-education and reflection conference with the student and affected party(ies) will be scheduled.
  - The student must redo or re-complete the assignment or a similar assignment without a grade penalty

#### 2<sup>nd</sup> Infraction

- **Privately discuss the matter with the student**
- **Notify the student's parents/guardians.**
- **Submit a SIS referral to the student's administrator**
  - Student will be offered an opportunity to appeal.
  - Administrators will use progressive discipline to address the infraction
  - Staff sponsors of honor societies, class/SGA office, editorship, and/or other academic leadership positions may be notified and could potentially affect a student's eligibility
  - The student must redo or re-complete the assignment or a similar assignment with up to a 80%.

#### 3rd and Future Infractions

- **Privately discuss the matter with the student**
- **Notify the student's parents/guardians.**
- **Submit a SIS referral to the student's administrator**
  - Student will be offered an opportunity to appeal.
  - Administrators will use progressive discipline to address the infraction
  - Staff sponsors of honor societies, class/SGA office, editorship, and/or other academic leadership positions may be notified and could potentially affect a student's eligibility
  - The student must redo or re-complete the assignment or a similar assignment with up to a 50%.