



# 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);
- to explain and support the highest standards of conduct in academic and co-curricular affairs; and
- to 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.

## Infractions

The following list defines and provides examples of Honor Code infractions. All attempts will be considered 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.).

### Misrepresentation / Lying

Misrepresentation is any verbal or written untruth. Such acts include, but are not limited to:

- fraudulent or unauthorized addition, deletion, or manipulation of information on academic work;
- changing an exam or other academic work after the testing period or due date;
- forging signatures or tampering with official records; and
- lying or failing to give complete information to a teacher or staff member.

### Stealing

Stealing is the unauthorized taking of another individual's materials. Such acts include, but are not limited to:

- stealing copies of tests, quizzes, answer keys, or other teacher materials; and
- stealing another student's homework, notes, handouts, electronic storage devices, or other academic materials.

## Honor Code Infractions – Warnings and Referrals

Staff members who suspect a student of committing an honor code infraction will privately discuss the matter with the student, contact parents/guardians, and submit a warning or referral as appropriate.

### Referrals

Within three school days of speaking with the teacher, the student will choose from one of two options on the referral:

1. I maintain I have not violated the Honor Code, and I request the opportunity to speak at an Honor Council hearing.
2. I acknowledge I have violated the Honor Code, and I accept the consequences for my actions as stated in the code.

The student may attach a written statement to a warning or referral document. The Honor Council will hear the student's case, when applicable, and then render a written decision. Questions concerning an infraction or Honor Council decision should be directed to Ms. Layman, SOSA.

### Warning Consequences:

- Teacher will notify student's parents/guardians.
- Assignment will receive a grade penalty as outlined in the course syllabus.
- Teacher will issue an Honor Code Warning, and the student will complete his/her section.
- Warning will be recorded with the Honor Council.
- Student will participate in a re-education and reflection conference with a principal's designee.
- On the third warning, first referral consequences will apply.



**Westfield Bulldogs  
maintain their honor  
in all situations!**

### First Referral Consequences:

- Teacher will notify student's parents/guardians.
- Assignment will receive a grade penalty as outlined in the course syllabus.
- Teacher will write an Honor Code Referral, and the student will complete his/her section.
- Violation will be recorded in the student's discipline record.
- Student will participate in a re-education and reflection conference with a principal's designee.
- Student may be recommended for suspension from class/SGA office, editorship, or other academic leadership positions for 90 calendar days from the date of violation processing.
- First offense violations may affect a student's eligibility for future acceptance into honor societies, class/SGA office, editorship, and/or other academic leadership positions.

### Second and Subsequent Referral Consequences:

- In addition to all first offense consequences,
- Student and parents/guardians will attend a conference with the principal or a principal's designee.
  - Student will be recommended for expulsion from any honor societies of which he/she is a member.
  - Student will be recommended for dismissal from class/SGA office, editorship, and/or other academic leadership positions.
  - Student will be ineligible for all honor societies, editorships, academic leadership positions, and class/SGA offices for the remainder of his/her academic career at Westfield.
  - Subsequent offenses could result in escalating disciplinary action.

Honor code infractions are cumulative; they do not reset at the beginning of each school year. Information regarding honor code infractions will be released to honor society sponsors upon request.