

# Saint John Vianney High School

## ACADEMIC HONESTY & INTEGRITY CODE

### INTRODUCTION

Individuals who are honest know what is right and possess the courage to act on that knowledge. Such persons do not intentionally mislead or deceive in search of gain or unfair advantage over others. Moreover, integrity is rooted in honesty, in that a person of integrity maintains an uncompromising adherence to a code of honor. Individuals with integrity are truthful, sincere, and straight forward in their interpersonal relationships, professional lives and educational endeavors. Inherent in the stated goals of Saint John Vianney High School is the commitment to mold moral individuals who adhere to the highest ethical standards. In conformance with these goals, Saint John Vianney High School insists that all students produce their own work.

Since parents play an essential role in their son/daughter's academic life, they are strongly urged to teach and model the benefits and values of academic integrity. By the same token, no compromise to integrity should ever be tolerated in one's personal, academic or professional life.

Likewise, Saint John Vianney High School will not tolerate violations of academic integrity, which include cheating, plagiarism, and the theft of academic materials. A student who cheats is dishonest, deceitful, and fraudulent. Plagiarism, a form of cheating, is dishonest because it is the stealing of others' ideas or words and passing them off as one's own. Saint John Vianney High School, as well as every other academic and professional institution, strictly prohibits academic cheating and plagiarizing. If students have any doubt as to the veracity of the work, they are responsible for seeking out teachers or knowledgeable individuals who can advise them in the proper form used to cite reference works and/or honor code policies. Ignorance is never a defense for cheating or plagiarizing.

Any violation of the Honor and Integrity Code will result in a report of the incident to the parents, the Guidance Office and the Assistant Principal of Academic Affairs. An Honor Code Violation form must be provided to the Honor Code Committee. Disciplinary measures will be taken based on the severity of the honor code infraction. We expect that our students will always do the right thing: never cheat or plagiarize and always maintain the highest level of integrity.

**THE FOLLOWING ARE EXAMPLES OF CHEATING AND PLAGIARISM,  
BUT VIOLATIONS ARE NOT LIMITED TO THESE EXAMPLES:**

- Copying any assignment from another student and submitting the work as one's own regardless of whether that student allows such assignments to be copied. Both students are considered guilty of an honor code violation.
- Passing along examination material from one class period to students of another period or to a student who was absent for the examination.
- During a test, using cheat sheets, asking fellow students for answers or looking at another student's answer sheets, writing information on any part of the body or on the desk, storing information on a cell phone, watches, calculators, or any other electronic devices.
- Intentionally falsifying data, a citation, or results of laboratory experiments or research.
- Unauthorized collaborative work when individual work is required.
- Stealing copies of examinations or selling, copying, or letting others copy an examination.
- Presenting written or oral results for which research was never done.
- Submitting reports or work generated from the Internet without proper references.
- Cutting and pasting work from the Internet and submitting the work as one's own without proper citation.
- Copying work or assignments from students who previously took the course.
- Having other people, such as parents or friends, do the assignments and submitting the work as one's own.
- Failing to use proper documentation or citations when summarizing or paraphrasing another's ideas.
- Utilizing, citing, or substituting reference sources such as *Spark Notes* or *Cliff Notes* as part of an assignment when not authorized by the instructor.

## **ALL STUDENTS ATTENDING ST. JOHN VIANNEY HIGH SCHOOL MUST AGREE TO AND SIGN ON TO THE FOLLOWING POLICY:**

- 1) I understand, support, and will follow the honor code.**
- 2) I will not knowingly cheat, plagiarize, or participate with others in cheating.**
- 3) I will not facilitate cheating in any way, and if I become aware of violations of academic integrity, I will at least speak with the student involved in the violation or discuss the situation with a teacher or a member of the Honor Code Committee.**

### **THE HONOR CODE COMMITTEE:**

The Honor Code Committee will consist of four faculty members and be headed by the Assistant Principal of Academic Affairs or the Principal. Violations will be brought to the attention of the Committee, who will then recommend actions appropriate against the offending student. The Committee will be appointed by the Assistant Principal and each member will serve no more than two consecutive school terms.

### **CONSEQUENCES OF HONOR CODE VIOLATIONS**

**Consequences of Honor Code Violations regardless of the class or course in which the violation occurred include but may not be limited to:**

#### **FIRST VIOLATION:**

- 1) Parent must be notified verbally and in writing by the teacher.
- 2) Honor Code Violation Form must be submitted to the Assistant Principal regardless of any action taken against the student.
- 3) Department Supervisor/Department Coordinator must be advised.
- 4) The Honor Code Committee may be notified based on the severity of the incident.
- 5) Grade reduction on the assignment, according to the teacher's grading policy.

#### **SECOND VIOLATION**

- 1) Parent must be notified verbally and in writing by the teacher.
- 2) Honor Code Violation Form must be submitted to the Assistant Principal regardless of the action against the student.
- 3) Department Supervisor/Department Coordinator must be advised.
- 4) The Honor Code Committee may be notified based on the severity of the incident.
- 5) Mandatory grade reduction on the assignment with no opportunity to redo the work. This may be determined by the teacher or the Assistant Principal.

#### **THIRD VIOLATION**

- 1) Parent must be notified verbally and in writing by the teacher.
- 2) Honor Code Violation Form must be submitted to the Assistant Principal regardless of the action against the student.
- 3) Department Supervisor/Department Coordinator must be advised.
- 4) The Honor Code Committee is convened to determine if a failing grade for the marking period is justified.