

**W. T. Woodson High School**, 9525 Main St., Fairfax, VA, 22031

### W. T. Woodson Honor Code<sup>1</sup>

Honesty, integrity and mutual respect are necessary for true learning. W. T. Woodson's mission is to foster a community of trust that will enhance student achievement. Students who accept responsibility for creating a climate of academic integrity reap lifelong benefits. This Honor Code represents expectations of student behavior that are consistent with fully preparing future citizens in a democratic society.

**Regarding Academic Integrity** - W. T. Woodson 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<sup>2</sup> as dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair advantage. Examples of cheating may include but not be limited to:
  - Copying or allowing others to copy information from someone else's work, test paper, homework, computer disk, etc.
  - Unauthorized use of study aids, cheat sheets, notes, books, formulas or information in calculators/computers.
  - Unauthorized prior knowledge of examination
2. **Fraud:** Fraud is defined<sup>3</sup> as "a deception deliberately practiced in order to secure unfair or unlawful gain". Examples of fraud may include but not be 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
  - Falsifying scientific or other data submitted for academic credit
  - Forgery of signatures or tampering with official records
3. **Plagiarism:** Plagiarism is defined<sup>4</sup> as "to steal and pass off (the ideas or works of another) as one's own: use (another's production) without crediting the source". Examples of plagiarism may include but not be limited to:
  - The copying of the language, structure, ideas, pattern of thought, sequence of ideas, programming or computer code of another person without proper acknowledgement
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### **Student responsibilities:**

- To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests in an honorable process according to the stated policies without engaging in cheating, fraud, or plagiarism.
- To understand the school wide Honor Code policy and individual teacher assignment guidelines
- To clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.
- To ensure that 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 policy and individual teacher assignment guidelines in the syllabus
- To maintain the integrity of the testing process.

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<sup>1</sup> Woodson High, Fairfax, VA. Academic Integrity Website, May 31, 2006.

[http://www.fcps.k12.va.us/woodsonhs/guidance/academics/ai\\_honorcode.htm](http://www.fcps.k12.va.us/woodsonhs/guidance/academics/ai_honorcode.htm)

<sup>2</sup> The American Heritage Dictionary. Ed. William Morris. Boston: Houghton, Mifflin.1981. p. 229.

<sup>3</sup> The American Heritage Dictionary. Ed. William Morris. Boston: Houghton, Mifflin.1981. p. 523.

<sup>4</sup> The American Heritage Dictionary. Ed. William Morris. Boston: Houghton, Mifflin.1981. p. 1001.

- To explain the use of permissible study aids in coursework
- To report any violation of the Honor Code policy to an administrator and school counselor
- To check student papers for plagiarism through a variety of means, including but not limited to plagiarism detection software such as Turnitin.com (see below)
- To give zero or F on assignment, or other penalty determined by administrator, to student violating 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 school's 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**

In an effort to deal with increased plagiarism made possible by electronic communications, most of the Fairfax County high Schools have subscribed to a service called "Turnitin.com." This is a service that compares student papers to an extensive database. Here are the guidelines we will be using:

- 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 Fairfax County Public Schools (FCPS) Acceptable Use Policy (AUP) when working on FCPS computers, regardless of whether they are using Turnitin.com or other programs. The AUP is available at [www.fcps.edu/curator/polregul.htm](http://www.fcps.edu/curator/polregul.htm).

### **Student Rights**

In all cases regarding a suspected violation, the student will be accorded, at minimum, the following rights:

- Confidentiality
- Rights outlined in the current version of the Fairfax County Public Schools' Student Responsibilities and Rights Regulation 2601P.

### **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 submitted to administrator; and
- Notification to counselor; and
- The issue will be referred to any honor societies (if applicable) to which the student belongs.

2. **Second and Subsequent Offense**

- Same as above, and
- Disciplinary consequences determined by administrator (These may include but are not limited to an assignment to Saturday Service, removal of school privileges, and community service.).

After reading the Honor Code, both student and parent/guardian should sign and date this signature page. The signature page should then be removed and turned in with other forms, as directed.