

## HONOR CODE

Beginning with the 2002-2003 school year, Mainland Regional High School has an Honor Code to which students will be held accountable. Infractions relating to the Honor Code will be cumulative throughout the student's enrollment at MRHS. This Honor Code was developed by a committee of parents, teachers, and students. The main components of the Honor Code are included in this handout but the entire document will be housed in the Main Office. Parents and students will be provided with the entire document upon request. (see MRHS Policy #5131)

### **Honor Code Statement**

I pledge to uphold all Ethical Standards of the Mainland Regional High School Honor Code.

### **Honor Code Pledge**

As a member of the Mainland community, I maintain a high level of respect and integrity. I uphold the Honor Code in letter and spirit. I do not lie, cheat, steal, vandalize, or commit forgery. I encourage fellow students who commit honors' offenses to acknowledge such offenses. I inform the Honor Council of my own and others' infractions. I make this pledge in the spirit of honor and trust.

### **Honor Code Definitions**

The Honor Code of Mainland Regional High School addresses cheating, plagiarizing, lying, stealing, vandalism, and forgery.

**Cheating** encompasses, but is not limited to, the following:

Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in schoolwork over other students.

### **Attempted Cheating**

Some examples are the unauthorized use of calculators, cell phones or any electronic device such as watches, palm pilots, phones etc. The use of talking, signs, or gestures during a quiz or tests, copying from another student or allowing the copying of an individual assignment; passing a test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre written writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students.

**Plagiarizing** encompasses, but is not limited to, the following:

1. Presenting as one's own, the works or the opinions of someone else without proper acknowledgment, including the Internet or any other form of technological equipment. Handing in as one's own a previously submitted document or project.
2. Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgment.
3. Some examples are: Having a parent or another person write an essay or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography.

**Lying** encompasses, but is not limited to, the following:

1. Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
2. Some examples are: lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments and listing fictitious reference sites.
3. Stealing encompasses, but is not limited to, the following:
4. Taking or appropriating without the right or permission to do so and with the intent to keep or improperly use the schoolwork or materials of another student or the instructional materials of a teacher.
5. Some examples are stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes, stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts.
6. Vandalism encompasses, but is not limited to, the following:
7. Destruction of personal or school property.

8. Some examples are: defacing school furniture, lockers, school equipment including computers, TVs, VCRs, DVD players, stereo equipment, musical instruments, athletic equipment, aquatic facility and all other school equipment.
9. Forgery encompasses, but is not limited to, the following:
10. Forging the signature of an Administrator, Faculty or Staff member, the Attendance Secretary, the Nurse, a Physician or any Professional individual, or a Parent/Guardian on a letter, or on any other document and use this document in or out of the school as if it were a valid signature.
11. Some examples of forgery are: passes, parent letters, permission slips, false leases, false birth certificates, false residence, and false medical documents.

## HONOR CODE PENALTIES

*All Offenses are cumulative over all four (4) years*

### **First Offense:**

Student will receive a failing grade for the work in violation of Honor Code (50 if they choose to redo said work; 0 if they choose not to) as well as a written reprimand. There is also the possibility of being removed from, or becoming ineligible for, membership in the National Honors Society.

### **Second Offense:**

Student will receive a failing grade for the work in violation of Honor Code (50 if they choose to redo said work; 0 if they choose not to), a written reprimand and will be put on academic probation from all sports and other extracurricular activities for thirty (30) days. There is the possibility that the student could lose eligibility to hold or be appointed to any office, or captain's position, in any extracurricular activity. If the student already holds an office or captain's position he or she will be removed from said position. There is also the possibility of being removed from, or becoming ineligible, for membership in the National Honors Society.

### **Third Offense:**

*If committed in an Advanced Placement Course:*

1. Student may be removed from the AP course in which the third offense was committed and placed in an honors level course. (If there is no honors or academic level course under the AP Course in which the third offense is committed (i.e. AP Calculus), the student may be withdrawn from that class into a study hall for that period.)
2. Student will no longer be able to take an AP course in the department in which the third offense was committed. (i.e. Third offense was committed in AP United States History II, the student will not be able to take AP European History or AP Psychology.)
3. Student will receive a minimum grade of a 60 in the course for the marking period in which the third offense was committed.
4. Student will be unable to participate in any extracurricular activity (example: Any sport, student council, the Prom, etc.) for four subsequent marking periods. If the offense is committed in the last marking period of a given year (for example), the student will be unable to participate in any extracurricular activity for the first three marking periods of the next year.
5. Student will receive a written reprimand.

*If committed in an Honors Level Course:*

1. Student will be removed from the honors level course in which the third offense was committed and placed in an academic level course. (If there is no academic course under the Honor's Level course in which the third offense was committed, the student will be withdrawn and placed into a study hall.)
2. Student will no longer be able to take an Honors or AP course in the department in which the offense was committed.
3. Student will receive a maximum grade of 60 for the marking period in which the third offense was committed.
4. Student will be unable to participate in any extracurricular activity (example: Any sport, student council, the Prom, etc.) for four subsequent marking periods. If the offense is committed in the last marking period of a given year (for example), the student will be unable to participate in any extracurricular activity for the first three marking periods of the next year.
5. Student will receive a written reprimand.

*If committed in a course of any other discipline:*

1. Student will be dropped from the course and moved into a study hall except for academic English and Physical Education.
2. Student will be unable to take an Honors or AP course in the department in which the third offense was committed.
3. Student will receive a maximum grade of 60 in the marking period in which the third offense was committed.
4. Student will be unable to participate in any extracurricular activity (example: Any sport, student council, the Prom, etc.) for four subsequent marking periods. If the offense is committed in the last marking period of a given year (for example), the student will be unable to participate in any extracurricular activity for the first three marking periods of the next year.
5. Student could lose privilege of participating in graduation ceremony.
6. Student will receive a written reprimand.

**Fourth Offense:**

Student will be removed from all AP and Honors Courses and will be considered ineligible to take any AP or Honors Course in the following years. Student will receive a failing grade for the marking period in which the fourth offense was committed. Student will receive a written reprimand. Disciplinary action may be taken. Students will not be able to participate in graduation ceremony. Stipulations in 3rd offense apply in fourth offense.

Record Keeping - all records dealing with an honor code violation and any subsequent appeal will be kept in the student's guidance folder. The records will not be made public.

**Appeals:**

The process of appealing a penalty administered with any honor code violation is as follows:

1. Student in question and/or parent or guardian will obtain an Appeal Form from the Assistant Principal's office.
2. Student in question and/or parent or guardian must turn in form and written statement(s) to the Honor Council Officer within ten days of the Parental Contact Date found on the Honor Code Infraction Report.
3. The Honor Council Officer will obtain the Honor Code Infraction Report from the student's Guidance folder as well as the appeal form and statements (from the student) for review by the Honor Council.
4. The Honor Council will give final ruling on the guilt or innocence of the student in question and the penalty administered will either stand or be overturned, depending on the ruling of the council.
5. The Honor Council will issue a statement to explain the ruling.
6. All documents involved with an appeal will be kept with the original Honor Code Infraction Report in the student's guidance folder.
7. If the Honor Council overturns the penalty, all paperwork involving the supposed violation will remain in the student's guidance folder.

*Portions of the Honor Codes from Langley High School (Fairfax County, Virginia), Montgomery Blair High School (Silver Spring, Maryland), George Mason University (Fairfax, Virginia), Germantown Academy (Fort Washington, Pennsylvania), James Madison High School (Fairfax County, Virginia, and McLean High School (Fairfax County, Virginia) were used in the development of this Honor Code.*