



## CEDAR PARK HIGH SCHOOL Honor Code

**WE ARE CONSCIENTIOUS.** We complete our work on time and make every effort to meet or exceed expectations. We come to class and meetings prepared and are willing to demonstrate such. We hold ourselves to doing what is required; we embrace rigor, and shun mediocrity and excuses.

**WE ARE RESPECTFUL.** We will create a civil environment in which people respect, listen, speak when appropriate, and permit other people to participate and express their views.

**WE ARE HONEST.** We do our own work and are honest in all matters. We understand how various acts of dishonesty, like plagiarizing, falsifying data, and giving or receiving assistance to which one is not entitled, conflict as much with academic achievement as with the values of honesty and integrity.

**WE ARE RESPONSIBLE.** The whole group should not be penalized for the actions of a few. Offering flexible, extended learning opportunities requires flexibility and we honor the trust that is placed in us and will attend the sessions as expected. We will utilize the Differentiated Educational Networks (DENs) for the purposes intended by attending and participating as appropriate. We understand participation in the DEN schedule is a privilege and that the privilege of leaving class for DEN extended learning opportunities can and will be revoked if this trust is violated. Not being where you are expected/assigned to be during DEN time is considered an honor code violation.

**WE HAVE A DUTY TO ACT.** Although we may not be required to specifically identify the offender, we are obligated and have a duty to act. When confronted with academic dishonesty, we can't "do nothing." We will respond to honor code violations as a member of the campus academic community by taking action to address the act of dishonesty.

### THE PLEDGE FOR STUDENTS

Students at Cedar Park High School recognize that, to insure honest conduct, more is needed than an expectation of academic honesty. Each student has a "**duty to act**" on violations of the honor code.

*As a student at CPHS, I recognize that I have a "duty to act." Doing nothing is not an option. I pledge to be conscientious, respectful, honest, and responsible. I understand that each time I sign my name to a school document, I am affirming this pledge.*

## ADDRESSING ACTS OF DISHONESTY

The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or supervising professional employee, taking into consideration written materials, observation, or information from students.

"Violation of the "Honor Code" includes, but is not limited to, cheating or copying the work of another student, plagiarism, unauthorized communication between students during an examination, or the misuse of DEN learning opportunities.

Examples of honor code violations include, but are not limited to,

- Copying assignments or allowing another student to have your work
- Collaborating on assignments without the permission of the teacher
- Plagiarizing by taking credit for work done by another without giving proper credit, including Internet sources
- Sharing or receiving answers to items included on tests or quizzes
- Procuring and/or studying from tests or quizzes obtained without the teacher's permission to include students purchasing test banks and essays
- Accessing answers written on a cheat sheet, item of clothing or anywhere else during a testing situation
- Looking at or allowing another student to look at your answer sheet during a test or Quiz
- Paying for an individual or organization to complete the assignment
- Talking, using signs or making gestures before, during, or after a quiz or test for the purpose of communicating with other students
- Using any electronic device (smart device, phone, camera, calculator, etc.) to access information before, during, or after a test or quiz
- Sabotaging a fellow student's work in order to gain advantage
- Collusion and/or theft of tests or teaching materials
- Students skipping class (determined by admin) to avoid assessments or due dates
- **Self-plagiarism** is the use of one's own previous work in another context without citing that it was used previously.

## PENALTIES

A student who is found to be in violation of the Honor Code, will receive the following:

- a. Cheating and/or skipping on a test/project/paper/quizzes
  - 1) 0% with the opportunity to redo for a max grade of 50%,
  - 2) Disciplinary consequence (i.e., Saturday school, mandatory tutoring, detention, etc.)
- b. Cheating and/or skipping on daily work
  - 1) 0% with no opportunity to redo
- c. Repeat Offenders
  - 1) 0% with no opportunity to redo
  - 2) Disciplinary consequence
  - 3) Loss of exam exemption privileges

## RECORD KEEPING

Honor Code violations are referred to NHS for review if student is a current member or on the induction list. Only offenses during the current academic year are reported to NHS.

Honor Code violations are kept on record with the Assistant Principal and Dean of Instruction.

Parent notified by teacher  
\_\_\_\_\_ Date \_\_\_\_\_ Time



## Honor Code Referral

Name of Student: [Click here to enter text.](#) \_\_\_\_\_ ID# [Click here to enter text.](#) \_

Department: [Click here to enter text.](#) \_\_\_\_\_ Course: [Click here to enter text.](#)

School Year: [Click here to enter text.](#) \_\_\_\_\_ Teacher: [Click here to enter text.](#)

Description of Alleged Violation: [Click here to enter text.](#) \_\_\_\_\_

---

---

---

---

\*attach additional documentation as needed

Date: [Click here to enter a date.](#) \_\_\_\_\_ Time: [Click here to enter text.](#) \_\_\_\_\_ Place: [Click here to enter text.](#) \_\_\_\_\_

Assigned Consequences for Honor Code Violation: [Click here to enter text.](#) \_\_\_\_\_

---

---

### Acceptance of Disposition

I, \_\_\_\_\_, accept the decisions appearing above. I am responsible for the violation and understand the assigned consequences.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

---

For Administrator Use Only

Offense Code: Choose an item.

Action Code: Choose an item.

Incident #: \_\_\_\_\_

**For Administrator Use**