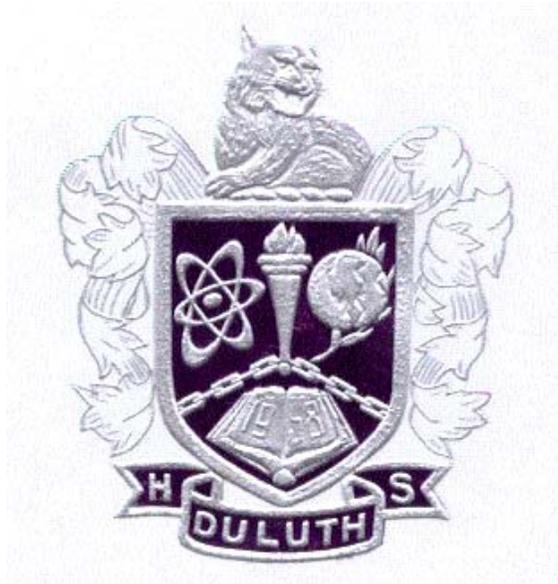


Duluth High School Academic Honor Code



“Challenging All To Succeed”

A Letter From the Principal



Dear Duluth High School Community:

The administrative staff and I want to express our support for a school-wide honor code. We firmly believe that integrity and responsibility are at the heart of academic achievement. We want and expect our students to be responsible for their own behavior and the honor code is a physical representation of that expectation.

It is our belief that Duluth High School should have an honor code which reflects our beliefs in academic honesty and respect for the work of others. Academic achievement and integrity are two of the greatest gifts that we can give to our students.

It is my hope that you as teachers, staff members, students, parents, and members of our school community will support the honor code.

Sincerely,

Mr. Jason Lane

Mr. Jason Lane
Principal

A Letter From the Honor Code Committee



Dear Faculty, Staff, Students, Parents, and Community Members,

In the spring of 2006, we, as teachers at Duluth High School, felt a sense of urgency about creating an honor code. In an effort to instill integrity and encourage honesty and responsibility in our student body, we felt that it was necessary to create this very important document.

We believe that our community embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of our school. The fundamental beliefs underlying and reflected in this Honor Code are (1) that trust in a person is a positive force in making that person worthy of trust, (2) that every student has the right to live in an academic environment that is free from the injustices caused by any form of intellectual dishonesty, and (3) that the honesty and integrity of all members of the school community contribute to its quest for truth.

School community members who accept responsibility for creating a climate of academic integrity reap lifelong benefits. We sincerely hope that all of you will join us in supporting the implementation of this honor code.

Sincerely,

Vicki Casalou
Geri Flanary, Chairperson
Dr. Marsha Hunter
Dr. Peter Lemonds
Mary Anne Meeks
Ramona Ricks
Sigrid Serpico

Statement of Purpose

Our School Philosophy on an Honor Code

The Honor Code is based on the belief that true learning depends on honesty. Duluth High School functions on the basis of mutual trust and respect among all members of the community. As a result, students are expected to demonstrate honesty, integrity, respect, and individual responsibility, both personally and academically, in order to maintain a fair and honest environment. Students who commit themselves to upholding Duluth High School's Honor Code will be instilled with a sense of honor and integrity that will last well beyond their high school years.

Honesty, integrity, respect, and responsibility are values that hold each person to the truth and to defend the truth. Honesty results in fairness for each member of the Duluth High School community. Integrity is firm adherence to our values with and without the presence of others. Respect is treating others as we would like to be treated. In an environment of respect, work we submit as our own is truly our own. Responsibility is the quality of being accountable for our actions and accepting the consequences of those actions.

The Honor Code is a physical representation of the values that Duluth High School encompasses. The code is not meant as an imposition, but rather as a standard to which all students and faculty should be held. At Duluth, we challenge each other to work towards higher academic achievement; this code asks that we hold each other, with the same rigor and passion as in academics, to a standard of integrity and personal achievement.

Furthermore, our mission is to challenge all students to succeed. In order to do so, it is imperative that we maintain a climate of integrity in order to accurately assess and reflect on student achievement.

The Honor Pledge

(This statement will be posted in every classroom and signed by every student when submitting an assignment or taking a test.)

"I have neither given nor received unauthorized assistance on this assignment."

Definitions of Terms

- **Cheating** is defined as any attempt to defraud, deceive, or mislead, resulting in an inaccurate or false assessment of student achievement.

Rationale: Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Duluth High School. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extracurricular activities, poor time management, and/or academic desperation. The compromise of their values through cheating may lead to a loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent and may compromise their future college and/or career plans. Assignments, including tests, should be considered individual work unless the teacher states otherwise.

- **Plagiarism** is defined as the process of copying another person's idea or written work and claiming it as an original product.

Rationale: Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Duluth High School. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses and delays the student in reaching his or her full potential.

- **Electronic Cheating** is defined as the use of electronic memory devices, such as translators, calculators, computers, or cell phones, in an effort to share or to obtain inappropriate information to be used for cheating purposes.

Rationale: Electronic cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Duluth High School. No student needs to cheat or plagiarize using electronic devices. Duluth High School provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to resort to cheating, electronically or otherwise.

Examples of Honor Code Violations

Students have the opportunity to appeal violations reported by teachers. See pages 13 and 14.

General Violations

General violations of the Honor Code include, but are not limited to, the following behaviors and/or actions:

- copying, faxing, emailing, or in any way duplicating assignments that are submitted, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not unless given expressed permission from the instructor
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- taking photographs of assignments, including notes
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy.
- submitting material (written or designed by someone else) without giving the name of the author/artist and/or source (e.g. plagiarizing or submitting work created by family, friends, or tutors)
- taking someone else's assignment and submitting it as the student's own work
- changing answers on a graded assignment after it has been scored and then claiming that it was an original answer in order to receive credit for the response
- **Note:** In an effort to provide a quiet working environment for students and to avoid the appearance of cheating, students should not talk in class during the administration of a graded assignment. Students who talk or communicate with other students in any manner during the administration of a test may receive a disciplinary referral.

Category Violations

Honor Code violations on tests or quizzes include, but are not limited to, the following behaviors and/or actions:

- accessing a test or quiz for the purpose of determining the questions in advance of its administration
- leaving a testing site with test materials in your possession
- in possession of answers related to a graded assignment

- looking onto papers of the student sitting next to you during quiz or test administration
- modifying electronic test materials so that they will not score properly (e.g. Scantron tests)
- writing answers on your body parts and/or clothing
- using hidden reference sheets during a quiz or test administration
- writing on your desk the day of review or during a test
- having a book hidden and consulting it during quiz or test administration
- using the review sheet during a quiz or test
- getting answers from friends
- passing notes of any kind during quiz or test administration
- using translators without teacher permission
- discussing tests and/or quizzes among students
- trading calculators
- stealing/pocketing tests
- having a book bag open with answer sheets or notes visible
- programming iPods or other MP3 players with notes
- placing answers on calculator lids
- writing answers on the labels of water/drink bottles
- putting answers on floor next to the desks and covering them
- coding language (e.g. making sounds during quiz or test administration)
- **Note:** Students who are found text messaging or relaying information from an electronic device to other students during the administration of a graded assignment may receive a disciplinary referral if it is found that the information is not related to the graded assignment.
- **Note:** Students who are found to be making inappropriate noises, talking, whispering, or making hand gestures to other students during the administration of a graded assignment may receive a disciplinary referral if it is found that the information is not related to the graded assignment.
- **Note:** Students who deliberately or repeatedly miss or arrive late to class on days of tests and quizzes may receive a disciplinary referral from the teacher.

Honor Code violations on homework include, but are not limited to, the following behaviors and/or actions:

- copying or paraphrasing all or part of another student's homework
- allowing another student to copy or paraphrase all or part of your homework
- receiving help on assignments that have been identified by the teacher as work to be done solely by you, including reading
- plagiarizing summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials
- hiring someone to write a paper
- buying a paper or project that has been assigned as homework
- sharing files (e.g. Excel worksheet)
- copying and pasting information from the Internet into your assignment

Honor Code violations on research papers and essays include but are not limited to the following behaviors and/or actions:

- copying or paraphrasing all or part of another student's research paper or essay
- allowing another student to copy or paraphrase all or part of your research paper or essay
- copying phrases, sentences, or paragraphs without using quotation marks and without giving proper documentation of the source
- using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials
- hiring someone to write a research paper or essay
- buying a research paper or essay
- downloading from the Internet a research paper or article in part or in its entirety to submit as your own

Honor Code violations on lab activities and lab reports include but are not limited to the following behaviors and/or actions:

- submitting another student's graphs, diagrams, computations, or written work as your own
- attempting to corrupt another student's data
- altering laboratory data

Honor Code violations on the use of calculators and other electronic memory devices include but are not limited to the following behaviors and/or actions:

- sharing a calculator or electronic memory device during a test, quiz, or other graded assignment with the express purpose of sharing information related to the assignment
- using any calculator or electronic memory device without the expressed permission of the teacher
- storing test or quiz information in the quiz or electronic memory device
- using test or quiz information that has been stored in a calculator or electronic memory device

When a student violates the Duluth High School Honor Code by committing one of the violations described in the above sections, teachers will follow the procedures described on pages 11 and 12 of the honor code.

Faculty Responsibilities and Proactive Measures

The following teacher behaviors promote true student achievement and, under the Duluth High School Honor Code, should be practiced by all teachers and support personnel:

- Educate students about the honor code.
- Clearly outline and define unacceptable academic behaviors within the teacher's course.
- Address the degree to which students may collaborate on the completion of assignments, making distinctions when necessary to assignment types (e.g. cooperative work, individual homework assignments).
- Clearly outline the responsibility each group member must bear for a collaborative project.
- Address the use of study aids (e.g. Cliffs Notes, etc.) in course work.
- Develop alternative tests and assessments in order to deter students from copying from one another.
- Enforce the Honor Code.

Administrative Responsibilities

The following administrative behaviors promote true student achievement and, under the Duluth High School Honor Code, should be practiced by all school administrators:

- 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 and support consequences for Honor Code violations
- To maintain records of Honor Code violations

Procedures for Substitute Teachers

Substitute teachers are expected to follow the procedures described below if a student is found in violation of the honor code:

- Short-term substitutes should take the work from the students and leave a written description of the incident for the teacher who is absent. When the regular classroom teacher returns from his/her absence, the teacher will follow the procedures for enforcing the honor code.
- Long-term substitutes are expected to follow and enforce the honor code just as a regular classroom teacher.

Roles and Responsibilities of Students

The following behaviors promote student achievement and should be practiced by students:

- **Know the rules.** Be familiar with the Honor Code and know what constitutes cheating, including all variations of plagiarism.
- **Be prepared.** Try to keep to a realistic schedule balancing academic obligations and one's social and personal life.
- **Seek clarification.** Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your teacher. Do not rely solely upon a classmate for clarification.
- **Be organized.** Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper. Keep all completed and graded work as documentation.
- **Stay current.** Keep current on your assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
- **Avoid being accused.** If you study for a test with a classmate or study group, make sure that you do not sit near each other during the test since your response, perhaps even your errors, may be similar.
- **Seek permission.** Ask to use a cover sheet during quizzes or tests. Also, if you need additional paper or another pen or pencil during a test or quiz, ask a teacher before getting it from your book bag.
- **Give credit where credit is due.** If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
- **Seek assistance.** Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, peer tutoring, or a parent or other adult who is well versed in the subject.
- **Respect yourself.** Take pride in YOUR work and work ethic.

Guidelines and Suggestions for Parents and Guardians

Parental support of academic achievement and ethical development is fundamental to a student's long-term success. The following behaviors will assist parents in promoting true academic achievement:

- Please know that teachers are available for student assistance and tutoring.
- Encourage your child to seek out peer tutors who are available from the National Honor Society each week. The program is free to the students.
- The school's media center is open and available for student use on a daily basis and is a quiet place for your child to study. Check for media center hours on the school's web site or in the student agenda.
- If you suspect your child is experiencing difficulty in a class, contact the teacher immediately. Contact information is available on the school web site at www.duluthhigh.org. The sooner the problem is identified; the sooner steps can be taken to alleviate it.

- Seek to establish direct communication with your child's teacher in order to re-schedule make up tests or quizzes.
- Assess your child's abilities realistically. Help him/her to choose courses in which he/she will be successful and challenged without undue stress. Many times students make bad decisions because the pressure to excel is greater than their ability to meet expectations.
- If your child is caught cheating and you are contacted by school personnel, please remember that this is a learning experience. Help your child to accept the consequences for his/her inappropriate actions.

Consequences for Honor Code Violations

There is "zero tolerance" for students caught cheating or, in any way, violating the Duluth High School Honor Code. If a student violates the Honor Code, the teacher will follow the procedures listed below.

- The teacher will assign the student a grade of "zero." The student will be allowed to make up the assignment if the assignment counts for 10% or more of the student's final grade or if it is a final exam. The make up work will be scored and then averaged with the grade of "zero" to give the student a final grade on the assignment.
- The student's parents or guardians will be contacted by phone or e-mail. Records of parental contact will be maintained by the teacher on the Parent Contact Log.
- A disciplinary referral form will be completed by the teacher and given to the appropriate administrator. The report will become a part of the student's disciplinary record.
 - 1st offense – Student receives a grade of zero (see above for details on impact on student's grade) and is referred to the administrator to receive an administrative warning which will be placed in the student's disciplinary record.
 - 2nd and all subsequent offenses - Student receives a grade of zero (see above for details on impact on student's grade) and is referred to the administrator to receive an administrative consequence for not following directions, which will be placed in the student's disciplinary record.
- Consequences may also include:
 - Loss of Honor Society membership
 - Loss of eligibility for admission into National Honor Society
 - Loss of Beta Club membership
 - Loss of eligibility for admission into Beta Club
 - Loss of Student Council officer position and/or membership
 - Loss of Key Club membership
 - Loss of membership in German National Honor Society

- Parents, students, and the student's teachers, counselor, and assigned administrator may also hold a conference to discuss honor code violations. Further consequences that include, but are not limited to, the following will be decided:
 - Loss of recommendation letters for seniors
 - Loss of Honor Graduate status
 - Loss of Honor Graduate stole/medallion
 - Loss of Valedictorian/Salutatorian status and award

Please note: A notation of offenses will be maintained throughout the student's tenure at Duluth High School. The National Honor Society, Beta Club, Key Club, Student Council, and German National Honor Society reserve the right to review your record and withhold membership for past honor code offenses.

Signature Page for Students and Parents

After reading the Duluth High School Honor Code, both student and parent or guardian should sign and date this signature page. The signature page should then be returned to the school as directed by the homeroom teacher.

Duluth High School Honor Code 2010-2011

I have read the Duluth High School Honor Code and I understand the consequences should I violate the expectations of this code.

Student signature

Date

Student Number

Student Full Name, Printed

As parent or guardian of the above named student, I have read and understand the Duluth High School Honor Code. I understand the consequences for my student should he/she violate the expectations of this code.

Parent signature

Date

Parent Full Name, Printed