

Tokay High School Honor Code

Honesty, integrity and responsibility are the foundations of academic success. The purpose of Tokay's Honor Code is to promote and support student success while students and faculty accept responsibility for creating an atmosphere of academic integrity that will last a lifetime. The Honor Code is designed to reinforce the Academic Honesty Policy adopted by the Lodi School Board (Policy 5131.9)

Unacceptable Behaviors

Academic integrity includes the expectation that no student will engage in any of the following:

1. Cheating, defined as the "dishonest violation of rules or giving or receiving of unauthorized information in an academic, extracurricular or other school work, so as to give or gain an unfair advantage" (*American Heritage Dictionary*)
Examples of cheating include but are not limited to:
 - Copying or allowing others to copy information from someone else's work (e.g. test paper, homework, electronic information, etc.)
 - Using unauthorized materials and methods including study aids, cheat sheets, notes, book, formulas or information in calculators/computers, electronic information, cell phone or other forms of electronic communication, or other sources
 - Choosing to be absent on the due date of a project, paper, quiz or test
 - Violating test or assignment procedures established by the teacher
 - Gaining access to test questions or answers before a test without permission of the teacher
 - Transmitting answers by use of non-verbal signals or orally during a test or quiz
2. Plagiarism, defined as copying the language, structure, idea, and/or thought of another person and representing it as one's own original work or using information obtained from printed or electronic sources that is not appropriately cited
3. Fraud, defined as a "deception deliberately practiced in order to secure unfair or unlawful gain" (*American Heritage Dictionary*)
Examples of fraud include but are not limited to
 - Attempting to pass of someone else's work, imagery or technology as your own
 - Forging signatures or tampering with official records
4. Conspiracy, defined as
 - (A) Gathering as a group to create a false story to cover up actions that may prove incriminating, essentially lying, or
 - (B) Remaining silent despite knowledge of wrongdoing, essentially a conspiracy of silence. As a school we are responsible for not only ourselves, but for the safety and integrity of the school. If we know someone's actions are contrary to the honor code, it is our responsibility to address these issues with that person and if necessary, address them with an appropriate faculty member. It is dishonest to allow misbehavior to go unnoticed.

Student Responsibilities

- To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests according to the stated policies without engaging in cheating, plagiarism, fraud or conspiracy
- To understand the Honor Code and individual teacher assignment guidelines

Parent/Guardian Responsibilities

- To support the academic integrity of the school
- To become knowledgeable of the Honor Code and individual teacher guidelines
- To support the imposition of penalties if the Honor Code is violated

Teacher Responsibilities

- To maintain and support the academic integrity of the school
- To clearly present the Honor Code and individual teacher assignment guidelines, including specific guidelines for collaboration, in the syllabus
- To maintain the integrity of the testing process by monitoring test taking
- To explain the use of permissible study aids in coursework
- To highlight issues of academic integrity through ongoing classroom discussion
- To instruct students in proper research techniques, including note-taking strategies and citation methods
- To report any violation of the Honor Code to the student's AP, counselor, and parent/guardian.
- To check student papers for plagiarism through a variety of means, including but not limited to plagiarism detection software such as Turnitin.com

Administrator Responsibilities

- To maintain and support the academic integrity of the school
- To make available to all students, teachers and parents a copy of the Tokay High School Honor Code
- To administer fair consequences for the Honor Code violations
- To maintain records of Honor Code violations

Student Rights

In all cases regarding a suspected violation, the student will have the following rights:

- Confidentiality
- Rights outlined in the School Board policy

Consequences

Violations of the Honor Code accumulate throughout a student's high school career.

First offense

- Zero points or F grade equivalent on the assignment and notification of student's AP, counselor, and parent/guardian

Additional offense(s)

- As above, and the student will appear before an Honor Code review board (an administrator and/or counselor and the teacher(s) who reported the plagiarism) for further consideration with consequences including but not limited to detention, Friday school, in school suspension, off campus suspension, removal from school honor societies (NHS, CSF, consideration for valedictorian, etc.)

Acknowledgement: Our signatures below indicate that we have read and understand the Tokay High School Honor Code.

Student Signature and Date

Parent/Guardian Signature and Date