**Monarch High School**

**Academic Honor Code**

**Philosophy**

Integrity and honor are central to Monarch High School’s mission of preparing students to become independent, responsible, and productive citizens.  As members of the Monarch community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work. Since assignments, exams, and other classwork are measures of student performance, honesty is required to ensure accurate measurement of student learning.

In order to uphold academic honesty and integrity, students will abide by BVSD Policy JFA, JFA-R.  This includes but is not limited to the following:

1. Students will not misrepresent their work by handing in the work of someone else.

* Plagiarizing: unacknowledged use of information, ideas, or phrasing of others. This includes copying exact words of another writer without proper documenting of source, stealing or passing off words, graphics, and artwork that is not one’s own
* Purchasing a paper from a service or other sources
* Reproducing another person’s paper and submitting it as one’s own
* Having someone else take an exam
* Inventing of information or citation in an academic exercise and misquoting or quoting out of context
* Submitting a reproduction of another person’s work
* Signing of another’s name to an official document and/or submission of information known to be false

2.  Students will not submit information that is obtained dishonestly.

* Copying homework
* Working with another student on work that is intended to be done independently
* Downloading and submitting term papers [or other documents] from on‐line resources
* Sharing answers through data storage devices
* Using cell phones or PDA devices to take electronic pictures of exams
* Text‐messaging answers of academic work
* Stealing materials from teachers or classmates

3.  Students will not give or sell their work to another person who plans to submit it as his or her own.

* Giving work to another student to be copied
* Giving someone answers to an exam during an exam
* Discussing an assessment with students who have not yet been assessed on
* the material
* Giving or selling a written assignment to another student

**Protocol** - Consequences will depend on the severity and impact of the violation.  In some cases, a consequence may not follow the sequence outlined below.

**First Offense:**  The student may receive a failing grade on the assignment at the teacher’s discretion.  The teacher will notify the parents of the violation.  The teacher will record an Honor Code Violation in their Infinite Campus Gradebook and submit a discipline referral describing the violation to administration.

**Second Offense:**  The student will receive a zero on the assignment.  The teacher will notify the parents of the violation.  The teacher will record an Honor Code Violation in their Infinite Campus Gradebook and submit a discipline referral to administration.  The assigned administrator will review the discipline referral and consequences will be aligned with Boulder Valley School District’s Board Policy JFA-R\*.

**Third Offense:**  The student will receive a zero on the assignment.  The teacher will notify the parents of the violation.  The teacher will record an Honor Code Violation in their Infinite Campus Gradebook and submit a discipline referral to administration.  The grade level administrator will suspend the student in accordance with Boulder Valley School District’s Board Policy JFA-R\*.  Parent conference will be held prior to the student returning to class.

**\*Possible consequences to infractions may include:**

* Parent/Guardian conference with teacher(s) and/or administration
* A certified letter to be signed by the parent/guardian
* A failing grade for the assignment
* Redo the assignment within a given amount of time
* Suspension
* Suspension of Internet access
* Suspension of Network privileges
* A failing grade for the class
* Ineligibility for groups/activities
* Ineligibility to Monarch High School’s Honor Societies
* Community service
* Restorative Justice

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My signature indicates I have read and understand the Monarch High School Honor Code:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Printed)

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Student Signature Date