

5701 - Plagiarism

"As a school community, we value trustworthiness, respect, responsibility, fairness, caring, and citizenship. We choose honor and integrity in everything we say and do, so that our greatest potential is ignited academically, socially, and emotionally."

The Honor Pledge

On my honor I will be a responsible Forrestdale citizen in order to ignite my own potential and maintain a beneficial learning environment for all, so everyone has the opportunity to ignite their own potential. I understand that academic dishonesty, personal dishonesty, or unkindness to others is not tolerated and is in violation of the Student Code of Conduct as outlined in the Student Handbook and Board of Education Policy and Regulation 5600. As a member of this community, if I witness an infraction or have knowledge of a breach of the Honor Code, it is my responsibility to notify the student him/herself and encourage him/her to act accordingly or to notify a faculty member/administrator. If I witness an infraction of the Honor Code and do not report it in any way, I realize that I am in violation of the Honor Code myself.

Honor Code Violations

The following are violations of the Honor Code and pledge:

- **CHEATING** includes, but is not limited to, the following:
 - communicating in any manner with another student during a test, quiz, or any other form of evaluation
 - copying or allowing copying in any testing situation
 - copying or allowing copying of homework, class work, projects, or other material unless specifically allowed by the teacher
 - using unauthorized notes or devices (i.e. calculator, foreign language translator, app) including any communication devices
 - attempting to cheat
 - submitting falsified information for grading purposes
 - obtaining a copy of and/or information about an examination or giving information about such examinations without the knowledge of the teacher



- **COLLABORATION**

- Study or homework collaboration is not considered academic dishonesty unless the teacher specifically prohibits such collaboration

- **PLAGIARISM** includes, but is not limited to, the following:

- presenting, as one's own, words, works, or opinions of someone else without proper acknowledgment
- borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment
- failure to document with quotation marks any material copied directly from other sources
- failure to provide a bibliography
- use of another's work as one's own, particularly in the creative arts, e.g., themes, poems, musical compositions, or artwork

- **ILLEGAL USE OF TECHNOLOGY** includes, but is not limited to, the following:

- Unauthorized or illegal use of, or access to, computers, software, telecommunications, or related technologies, and any willful act that causes physical, financial, or other harm to, or otherwise disrupts information technology
- Illegal copying of copyrighted material
- Unacceptable exchanges or interactions (inclusive of liking someone else's social media and sharing posts) that are intended to hurt, harm, or disrespect another

- **PERSONAL DISHONESTY & FORGERY** includes, but is not limited to, the following:

- any form of deceit, attempted deception, or fraud
- lying to administrators, faculty members, and other staff
- falsifying any school document
- signing any signature that is not one's own
- altering or falsifying notes and passes
- misleading by not telling the whole truth, not stating important, relevant information, and not making all reasonable efforts to clear up misunderstandings or unclear areas



- **UNKINDNESS / INTOLERANCE / DISRESPECT** include, but is not limited to, the following:
 - unwillingness to accept others' differences in beliefs, opinions, views, behaviors, needs
 - inconsiderate of others' needs for learning and growing socially, academically, and emotionally
 - engaging in disrespectful behavior of others' time, learning environment, or personal space
 - violating personal space, privacy or possessions (i.e. lockers, book bags, chromebooks, etc.)

- **BYSTANDER ACTIONS** include, but is not limited to, the following:
 - having knowledge of physical, social, emotional harm to others or the school environment and not sharing with adult
 - participating in the observation of demeaning and exclusionary behaviors and actions that may be considered harassment, intimidation, or bullying without addressing or reporting the matter appropriately
 - Participating in the liking, sharing, or commenting of social media posts that may be considered harassment, intimidation, or bullying or considered demeaning or embarrassing to a person
 - Participating in the spreading of stories or rumors that may be considered harassment, intimidation, or bullying or considered demeaning or embarrassing to a person
 - Participating in or observing, without reporting to adult, behaviors that are disrupting to the learning environment and disrespectful to peers or adults

Disciplinary Action

After being made aware of an honor code violation, the staff member will schedule a conference with the administrator and in turn the administrator will schedule a conference with the student. Actions considered will be in concert with the Forrestdale Code of Conduct. For a first offense, the teacher will also inform the parents of said violation. A pattern of violations of the Honor Code may be cause for more severe disciplinary action, in concert with the Student Code of Conduct.



Honor Code Student Reporting

As a member of this community, if I witness an infraction or have knowledge of a breach of the Honor Code, it is my responsibility to notify the student him/herself and encourage him or her to act accordingly or to notify a faculty member/administrator. If I witness an infraction of the Honor Code and do not report it in any way, I realize that I am in violation of the Honor Code myself.

- As a Forrestdale student I may first wish to address the student directly who has violated the Honor Code. I would do so in a respectful manner, reminding the student of their responsibility to report this to a trusted adult themselves.
- If I do not wish to address a known Honor Code violation with the student directly, I understand that I should inform a trusted adult. This may include a teacher, counselor, or administrator in writing, email, or in person.

Students have the responsibility to:

- To utilize the instruction and modeling provided by teachers in order support all of the areas listed above.
- Make good choices with the Honor Code in mind, as a supportive guidance document for those choices.
- Be respectful of others when reporting Honor Code violations, including non-retaliatory reactions.



Forrestdale Honor Code Pledge Card

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My Signature: _____

Date: _____

Adopted: 28 August 2019

