

## BISHOP VEROT HONOR CODE AND ACADEMIC INTEGRITY

### 3.1 The Bishop Verot Honor Code <sup>1</sup>

3.1.1 Bishop Verot Catholic High School is a community of faith and learning, dedicated to the observance of honor as demonstrated through honesty, trustworthiness, fairness, and respect for others. Students share with teachers and administration the responsibility for promoting a climate of integrity. Students are expected to adhere to these core values at all times, in both their academic and non-academic activities.

3.1. **The Pledge** - Students will affirm their commitment to uphold the values of Bishop Verot Catholic High School by reciting the following pledge at the beginning of each school year:

**On my honor, I will not lie, cheat, or steal, nor will I accept the actions of those who do.  
I will conduct myself responsibly and honorably in all my actions as a Bishop Verot student.**

Teachers will apply the Honor Code to their particular classrooms, assignments, and course expectations. On all written assignments, students will include the statement, “**I abide by the Honor Code,**” followed by their signature.

**Note:** If the instructor has not already provided a place to do so, students should write “**I abide by the Honor Code**” and include their signature.

3.1.3 By reciting the pledge and by writing and signing the statement, the student states that he or she will not violate or has not violated any part of the honor code which includes cheating, attempting to cheat, plagiarizing, lying, stealing, or failing to report an act of dishonesty to the proper authority. Failure to recite the code and/or include the written affirmation on an assignment does not relieve the student of responsibility to abide by the honor code as a member of the school community.

### 3.2 Definitions of Violations

3.2.1 **Lying** includes, but is not limited to, communicating untruths, in whole or in part, in order to gain an unfair academic advantage or to avoid responsibility for actions.

3.2.2 **Cheating** is an act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. It includes but is not limited to:

- Plagiarism;
- Giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations;
- Using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations;
- Altering or falsifying any information on tests, quizzes, assignments, or examinations;
- Using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
- Working on any examination, test, quiz or assignment outside of the time constraints imposed;
- Submitting an altered examination or assignment to a teacher for re-grading;
- Failing to adhere to a teacher’s specific directions with respect to the terms of academic integrity or honesty.

3.2.3 **Plagiarism** occurs when a student, with intent to deceive or with reckless disregard for proper documentation, presents any information, ideas or phrasing of another as if they were his or her own and does not give appropriate credit to the original source. Proper documentation requires that the source of information and ideas, if from another, be identified and be attributed to that source. Students are responsible for learning proper documentation procedures appropriate to particular assignments and subjects. The following constitute instances of plagiarism:

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<sup>1</sup> **Original ideas, definitions, phrases, and words used in creating the Bishop Verot Honor Code have been borrowed from Duke University and the Duke Community Standard with explicit permission.**

- Copying from published sources without adequate documentation;
- Obtaining or purchasing a pre-written paper (either by mail or electronically);
- Allowing or paying someone to write a paper and submitting the paper as his or her own;
- Submitting another person's unpublished work as his or her own, either with or without permission;
- Copying assignments, lab projects, workbooks, or any other work from another student, with or without the consent of that student, inside or outside of class.

**Note:** For cooperative or group work to be acceptable under the Honor Code, the teacher must specifically define the assignment as such. Otherwise the student is to assume that the work must be done individually. Each teacher will address the Honor Code as it pertains to his/her class in the course syllabus.

- 3.2.4 **Stealing** is an act of intentionally taking or appropriating the property of another, including academic work, without consent or permission and with the intent to keep or use the property without the permission of the owner or the rightful possessor [see also [Section 7.12](#)].
- 3.2.5 **Providing unauthorized aid to a classmate.** Students permitting classmates to cheat or copy their work, or sharing resources in a manner not specifically authorized by the teacher, are in violation of the Honor Code and are themselves guilty of cheating [see [Section 3.2.2](#)]. Such students will be subject to punishments equal to those given for cheating or plagiarizing.
- 3.2.6 **Failure to Report.** A student who has direct knowledge of a potential case of academic dishonesty or any other violation of the Honor Code is bound by honor to report this information, not for the purpose of gaining an advantage, but to preserve and promote a climate of integrity at Bishop Verot.

### 3.3 The Honor Code and Academic Integrity

The Bishop Verot Honor Code focuses on both personal and academic integrity. In addition to academic matters that are obvious, other examples include, but are not limited to:

- 3.3.1 **Shared work on homework assignments and projects.** Students are responsible for understanding the level of sharing or group work with others that is allowed. Students must not use the same or similar work for more than one assignment (e.g., for papers in two different classes) without explicit, prior permission from both teachers.
- 3.3.2 **Discussing tests and exams.** Students are forbidden to discuss anything about tests and exams (length, difficulty, etc.) with other students until after everyone has taken the test, including students who may have been absent on the testing day.
- 3.3.3 **Studying from old tests, homework, and lab exercises.** Students are responsible for understanding from teachers which materials may be used, and to be sure those materials are equally available to all.
- 3.3.4 **Use of library and other study materials.** As community property, the library is to be treated with respect at all times, posted rules obeyed, and an atmosphere conducive to quiet study maintained. Materials are to be used so that they will remain in good condition and equally accessible for others.
- 3.3.4.1 **Use of computers.** Use of computers by students is a privilege and is permitted for school-related work. Students must observe the priorities for computer use, avoid monopolizing internet access, abide by copyright laws, and fulfill all school and diocesan conditions for technology use [see [Section 8.16](#)].

### 3.4 The Honor Code beyond Academics

The Bishop Verot Honor Code includes responsible and honorable conduct in all actions. This extends beyond academic issues to include personal conduct during and outside of school hours, on field trips, at athletic events whether home or away, at dances, and any conduct off campus that would be considered immoral or illegal. Students represent Bishop Verot even when they are away from school or on "personal time," and are expected to conduct themselves in a manner that reflects positively on their families, their school, and their classmates. [[Applications of the Honor Code beyond academics appear in Section VII: DISCIPLINE.](#)]

### 3.5 Reporting Violations

- 3.5.1 **Student Obligation to Report Violations.** The Honor Code obliges students to report suspected or observed violations of integrity by means of a signed letter to the Dean of Students within one week of the suspected violation. Written reports must name or describe the person suspected of the violation.
- 3.5.2 **Meeting with the Dean.** Students are welcome to discuss concerns about a suspected violation with the Dean of Students before deciding whether to make a written report. However, the Dean of Students is not obligated to investigate the matter any further without receiving a written report of a suspected violation. The privacy of individuals presenting verbal or written concerns will be carefully guarded. The Dean of Students is free to use his judgment regarding the investigation of verbal reports.
- 3.5.3 **Anonymous letters or e-mails** reporting violations and unsubstantiated rumors, whether from students, parents, or staff, will be dismissed. In many cases these violate the very climate of integrity and spirit of community the Honor Code is designed to safeguard. This approach may be indicative of a mistrust of the administration and the Honor Code process, and invites irresponsible or slanderous reporting based on rumors rather than facts.
- 3.5.4 **Teachers** are obligated to report any violation of the Honor Code to the Dean of Students within 24 hours.

### 3.6 Procedures to Address Violations

Suspected violations are approached and resolved in consideration of their severity and the student's disciplinary history. Once a suspected violation has been brought to the attention of the Dean of Students, he will decide whether any further investigation is warranted. Some allegations are brought in such a vague way that there is no way to investigate further, and the matter must be dropped. If there is going to be further investigation, the Dean will notify the person suspected of the violation. The Dean also will also review the disciplinary record of the person suspected to see if there are any previous violations that would preclude a "one-time teacher-student resolution."

- 3.6.1 **One-Time Teacher-Student Resolution.** If the suspected violation is minimal, such that it would not put the student at risk of suspension or expulsion (e.g., inadvertent omission of a citation or improper citation, minor misunderstanding about group work or use of unauthorized materials), and when the student has not committed any previous violations, it may be possible to resolve the situation at the level of the teacher and the student. The first stage in this process is for the teacher to report the violation to the Dean of Students to determine (A) that the suspected violation is in fact minimal, and (B) that the student has not previously been accused of any violations. Once the Dean of Students has determined that a teacher resolution is appropriate, the teacher will impose appropriate grade sanctions and issue the student a detention.

The Dean of Students serves as a clearinghouse for Honor Code violations, so that (A) there is consistency in defining what violations are "minimal," (B) the consequences for various types of violations are consistent, and (C) repeated violations by the same student in different classes don't go unnoticed. When these conditions are met, the teacher may impose consequences for the violation (and inform the Dean of Students what those consequences are). These could include receiving reduced or failing grades (or a zero) on the assignment, repeating one or more assignments, and/or completing a separate assignment intended to inform the student about academic integrity (e.g., a paper analyzing the consequences of failure to cite sources properly).

Teachers who do not want to use this option are not obligated to do so and may refer the case immediately to an administrative hearing.

- 3.6.2 **Administrative Hearing.** If the suspected violation is not "minimal," if there have been previous violations, if the teacher chooses not to resolve the case, or if the student disagrees with the teacher's proposed resolution, the case goes to an administrative hearing. The Dean of Students in consultation with the Principal handles alleged non-academic violations.

The Dean of Students and Dean of Academics will hear from the student accused of the violation and the person making the allegation and review any relevant documents (e.g., comparing works alleged to have been copied). Although usually these proceedings will take place face to face, it may sometimes be necessary to receive information by phone or email to resolve the case in a timely way (such as before the beginning of a new semester). The Dean of

Students and Dean of Academics will jointly decide whether there is clear and convincing evidence of the alleged violation. If so, they will jointly determine consequences proportionate to the violation and consistent with the resolution of similar violations. Consequences may include detention, demerit, suspension, Saturday work detention, dismissal or expulsion, and/or assignments intended to educate the student about academic integrity. Consequences will further include instructions to the teacher regarding grades for the assignments or test in question.

If the student believes the administrative hearing failed to consider relevant information, violated fair procedures in some way, or imposed consequences inappropriate to the offense, the decision may be appealed. The Dean of Students will keep a record of the hearing and the resolution of the case, which will become part of the student's file. If there has been a previous one-time resolution between the student and a teacher, it will become part of the student's file as well.

- 3.6.3. **Appeal Process.** An appeals committee composed of three members, including the Principal and two teachers not involved in the allegation, will hear appeals from the administrative hearing stage. The Dean of Students will be present to help maintain continuity and consistency of procedures and to present factual information regarding the nature of the violation and resulting disciplinary action, but will not be a voting member of the committee. The student has the right to request one member of the committee; this request is to be made in writing to the Dean of Students but does not guarantee that the teacher requested will be available or willing to attend. The Dean of Students will select the other teacher. One or both parents may also attend the appeal, but their input will be strictly limited; they may advise the student but not address the committee or any others present.

By consensus, the committee will attempt to decide whether a violation took place and any resulting consequences; where consensus is not possible, a vote will determine the outcome. Consequences may include additional instructions to the teacher regarding grades or modifications to punishments already established at the hearing. A record of the appeals hearing will be kept by the Dean of Students and made part of the student's file.

- 3.6.4 **Confidentiality.** Information shared in the course of any of these ways of resolving alleged violations is confidential. Information about honor code violations will be shared in these circumstances:
- A. Students accused in writing of a violation that will be investigated further have a right to know that they have been accused (but not the identity of their accusers).
  - B. Information about honor code violations, their disposition and consequences may be shared, with any identifying information removed, for the purposes of (1) educating students and faculty about honor code violations and (2) ensuring consistency in responding to violations. Special care must be taken in describing violations so that identity cannot be readily deduced from the details of the case.

- 3.6.5 **Suspension or Expulsion for Violation of the Honor Code.** Students guilty of an egregious or flagrant offense may be subject to suspension or expulsion, even for a first time violation. Students guilty of repeated violations of the honor code, even for lesser offenses, may also be subject to suspension or expulsion. Students may be subject to academic penalty for time missed due to suspension.