

Westlake High Honor Code

The Westlake High School Honor Code is in effect at all times. Cheating will not be tolerated! Cheating is defined as giving or receiving information in any form that is related to a gradable experience including the use of sources of information other than those specifically approved by the teacher either during or outside of class. Students are required to sign honor pledges as applicable for major tests, projects, and/or papers. Examples of cheating include, but are not limited to:

- **Plagiarism** – using words or ideas from a published source without proper documentation; using the work of another student (e.g. copying another student’s homework, composition, project, etc.); using excessive editing suggestions of another student, teacher, parent or paid editor.
- **Looking on someone else’s paper during a test or quiz.**
- **Cheat sheets of any kind.**
- **Knowingly accepting or giving information concerning the contents of an assessment.**
- **Changing the appearance of computer printouts.**
- **Allowing another student to complete online assignments using your name and login information.**

Each department has two grade weight categories (excluding final exams and EOC’s) that the WHS Honor Code Council can render decisions on. If a student is accused of violating the WHS Honor Code within those categories, the following process may occur:

1. The teacher will address the student regarding said accusation.
2. The teacher will make efforts to secure all documentation that supports the allegation which may include: student’s assignment in question, cheat sheets, cell phone (if the student refuses to turn over the phone then the teacher will complete and submit a discipline referral, as usual).
3. Both student and teacher will complete a teacher statement form that describes the incident (no more than two paragraphs in length).
4. The teacher will complete a discipline referral form (submitted to Ms. Hickman) and contact parents within 24 hours.
5. Upon notifying, parent/guardian may contest the accusation within 48 hours using the “Academic Integrity” link on the school’s website.
6. Should the parent/guardian NOT contest the teacher’s findings, then the grade of zero will stand and Ms. Hickman will process the discipline referral A.S.A.P.
7. Should the parent/guardian decide to contest the teacher’s findings, using the previously stated link, then the process will go as follows:
 - a. The teacher will be notified to place the grade holder code of “AI” in the gradebook for the assignment in question, which temporarily counts as a zero.
 - b. Copies of the entire incident file will be provided to all who are serving on the WHS Honor Code Panel at an Academic Integrity hearing at which time the incident will be given a final verdict as to the guilt or innocence of the student.
 - c. The standing meeting days and times will be every 1st and 3rd Monday from 4:00 P.M. – 5:00 P.M. No more than five cases will be heard in one sitting.
 - d. The incident case will be read in silence by the members of the panel. If the teacher/student/parent are present (attendance is not expected nor required) and wish to speak then they will be afforded two minutes to address the panel.

ACADEMIC INTEGRITY COMMITTEE: WHS HONOR CODE COUNCIL

- e. If the panel has any additional clarifying questions, and the teacher, student, and/or parent are present, then they will be asked.
- f. The WHS Honor Code Panel will render verdicts that range from the following two categories:
 - i. Innocent:
 - 1. The WHS Honor Code Panel will recommend that the teacher and student “clear the air” through open dialogue and make arrangements within 48 hours of the verdict for a comparable assignment to be made up for full credit.
 - 2. The assignment code of “AI” will be replaced with the full credit grade upon the completion of make-up assignment.
 - ii. Guilty (*NOTE: All sponsors/coaches are expected to enforce the verdict of the WHS Honor Code Panel*)
 - 1. The Student Discipline Handbook will be adhered to 1 day of ISS and/or the appropriate escalating discipline consequence.
 - 2. The student and teacher must make arrangements within 48 hours of the verdict for a comparable assignment to be made up for **mastery only**.
 - 3. The gradebook assignment space holder code of “AI” will be replaced with a zero.
 - 4. If the student is not involved in any activity, club, sport, etc., then the verdict ruling may range from cafeteria clean up detail, school beautification detail, or another day of ISS (should the student/parent refuse the cleanup detail).
 - 5. If the student is in a pathway organization, then they will be removed from the next immediate field trip or “fun” activity following the verdict with no refund.
 - 6. If the student is an athlete they will be benched from the next immediate game following the verdict without a refund.
 - 7. If the student is in a club/organization, they will receive a punishment based upon the recommendations of the sponsor without a refund.
 - 8. If the student is in an Honor Society, they will permanently be removed from the Honor Society after the 2nd violation. Upon removal from the Honor Society, they shall not be allowed to purchase, be provided, or wear that honor society’s chord during any activity associated with graduation.
 - 9. If the student is an “All Around Student” involved in multiples items listed in above (#4-8), the priority order for the punishment will be as follows: athletics, pathway organization, then club organization.
 - 10. The sponsor/coach and all of administration will be notified of the guilty verdict for informational purposes only.