

Honor Code Violation Report Form

Student: _____
Teacher: _____
Administrator: _____
Date: _____
Date of Violation: _____
Period/Class: _____

1. Was the Honor Code discussed at the beginning of the year? YES NO
2. How were the requirements of this assignment discussed with the class?

3. Description of case and evidence:

4. Punishment given / suggested:

_____ I am guilty and accept the punishment as described above.

_____ I am guilty but feel that the punishment is inappropriate.

_____ I am not guilty.

Student Signature _____

Date _____

6. Has the infraction been discussed with the parents? YES NO

7. Has this form been filed with the appropriate administrator? YES NO

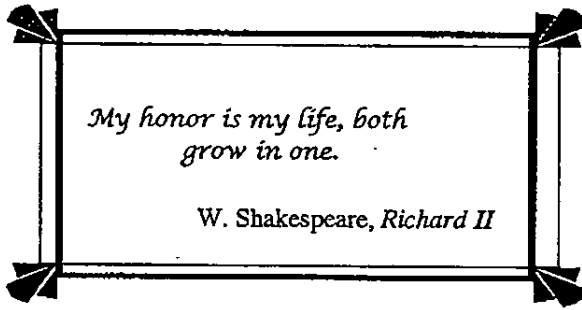
Teacher Signature _____

Date _____



Turner Ashby High School Honor Code

Wherever I am, my honor lets others know that I am truthful, reliable, and moral. My actions are the foundation of my honor, and thus my character. To be honorable, I must always be honest, trustworthy, responsible, and respectful. I must always strive to uphold my honor.



Honor Expectations

Upon my honor,

1. I will do my own individual work on each assignment -- classwork, homework, quiz, test, or other assessment (unless the teacher states that I may collaborate with others).
2. I will not share information with other students regarding material, questions, or answers on any quiz, test, or assessment (unless the teacher states that I may collaborate with others).
3. I will not give or receive information on any work specifically announced as pledged. (On my honor, I have not received nor will I give information regarding this assignment.)
4. I will not plagiarize by copying or claiming someone else's work as my own, including the undocumented use of print or Internet sources.
5. I will respect the property of the school and others by not taking or defacing such property.
6. I will respect others; be courteous to all; resolve all disagreements peacefully and without violence; be tolerant of those who are different from me and recognize others' rights to make choices which are different than mine.

Procedure for Reporting Honor Code Violations

When a student witnesses the violation:

1. Student secures another witness, if possible.
2. Student and witness discuss the violation with the teacher of the class.
3. If no class is involved, student reports to any administrator.

When a teacher is aware of a violation:

1. Teacher discusses with student(s) involved.
2. Teacher completes an Honor Code Violation Report Form.
3. If student and teacher agree about the violation and punishment, teacher completes and submits report form to administrator.
4. If student and teacher disagree about the violation or punishment, teacher completes and submits report form to administrator who reviews and decides the punishment.
5. Teacher discusses the infraction with the student's parents.

Reminder: This form should be completed for all honor code violations regarding breach of academic integrity.

