



# JP Stevens HAWKS Honor Code



## Mission

The teachers and administrators at J. P. Stevens High School understand that there are pressures that sometimes create the incentive to cheat. However, we firmly believe that cheating devalues education, damages the ethical character of the individual student, and undermines the integrity of our school community. The J. P. Stevens HAWKS Honor Code affirms that the value learning for its own sake, and that the expectation of personal integrity and intellectual honesty in all academic work, student performance, and co-curricular activities.

**Honesty** is the value that compels each person to tell the truth and to defend the truth. Honesty supports personal growth and fosters a fair environment. **Integrity** is firm adherence to the consistent practice of doing the right thing, whether in or outside the presence of others. **Character** is the sum total of all of our values; it is who we are and what we do when no one is watching. In a context in which honesty and integrity prevail, each of us can perform to our potential. Having **Honor** means having integrity and honesty; it means valuing and living by the **Pillars of Character**, particularly as they apply to personal interaction, to assessments and to coursework.

### Caring

- Showing concern for the school's reputation
- Demonstrating respect for your own personal reputation and that of others
- Choosing to make a difference by showing kindness and compassion for others

### Respect

- Having a good opinion of others and of self
- Appreciating the efforts of teachers, fellow students, and the community to create these educational opportunities where quality learning can take place
- Valuing the process of learning

### Responsibility

- Showing faithful commitment to assigned, volunteered, or elected duties
- Taking ownership of and being responsible for one's work, words, and actions
- Reporting wrongdoing, despite peer pressure, fear, loyalty, or compassion

### Fairness

- Being just and honest
- Playing by the rules

### Trustworthiness

- Expecting the integrity, effort, and honor of others
- Fostering a relationship between students and faculty that enhances the learning environment

### Citizenship

- Respecting yourself and respecting others
- Doing the right thing as a member of JPS student body
- Applying practices and social behaviors for the betterment of our community both within our school and within our township

**How does honor apply to the work you do everyday in your classes? You are acting with academic integrity when you:**

- Take credit for your own work and give full credit to others who have helped you, or whose work you have incorporated into your own
- Respect the guidelines, policies and instructions set forth by your teachers
- Collaborate with other students only when specifically instructed by your teacher
- Take responsibility when wrongdoing occurs
- Promote fairness by following the classroom rules
- Exhibit trustworthiness in the completion of your assignments



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## What is.....?????

### What is Cheating?

Clearly, cheating is not part of honor and goes against academic integrity – but how do we define cheating?

**Cheating** is seeking to obtain, or aiding another in obtaining, credit or improved scores through the use of unauthorized or deceptive means. “Unauthorized” is defined as not having the right or permission to use or copy information.

Basically, if you wouldn't tell your teacher you did it that way, don't do it that way!



Cheating includes plagiarism. **What is Plagiarism?**

**Plagiarism** is the act of using another person's ideas or work without acknowledging the original source and giving it proper credit through an accepted format (like MLA). (P.S. “cite the source” means internal ( ) citations as well as a works cited page!)

You must give credit when using:

- Another person's ideas, opinions or theories
- Any information that is not common knowledge
- Direct quotations of another person's spoken or written words
- Paraphrases of another person's spoken or written words
- Any illustrations, images, pictures, graphs, etc. downloaded or cut and pasted.

### Rule of thumb

When in doubt, **ask a teacher or cite everything!** Always follow your teacher's directions.



### How to avoid plagiarism:

- When researching, anything that is considered “common knowledge” need not be cited unless specified by the teacher. These can be things that are facts and are found in five or more sources (Examples - For people: birth dates, death dates, names of family members, career accomplishments, etc. For events: dates, locations, people involved, etc.) If you are not sure, assume it is not common knowledge and cite the source.
- If it is information that is *expected* for a high school student to know, it doesn't need to be cited. (Example: the date the Declaration of Independence was signed, meaning of vocabulary words, common sayings like “the early bird gets the worm,” etc.)



### BUT,

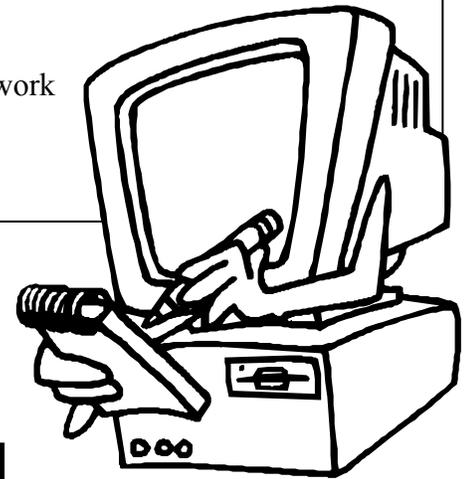
- If it is information that other students who are doing the same assignment are not likely to know or find, cite it.
- If it can be considered an **idea** or an **opinion** in any way it must be cited.
- Even if you are taking someone else's ideas and restating them in your own words (that is called paraphrasing them) you still will need to cite that you got them from someone else. (Example: in psychology it is common knowledge that chimpanzees recognize themselves in a mirror; that fact needs not to be cited as it is common knowledge to students of psychology. However, if anything is said about what the results of the mirror test might mean, or why this test is an important experiment for modern psychology then those comments must be cited.



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## **Some Examples of Cheating:**

- ⌘ Using notes and/or formulas: (1) written on a small piece of paper, skin, or furniture, or (2) recorded on calculators or other electronic devices
- ⌘ Using body language (mannerisms, gestures, or facial expressions) to communicate prohibited information to others
- ⌘ Asking about or sharing questions and/or answers of quizzes and exams
- ⌘ Copying another student's homework and/or assignment and submitting it as your own
- ⌘ Collaborating with others on take-home assignments unless expressly allowed to do so by the teacher
- ⌘ Doing more or less than your share in a group project
- ⌘ Submitting images and/or documents in whole or in part from the Internet without citing the source(s).
- ⌘ Falsifying data or inventing phony references
- ⌘ Using an online translation program to translate a World Language assignment.
- ⌘ Enabling others to violate any of the above examples
- ⌘ Using another's ideas without proper citations.
- ⌘ Incorporating portions of another's writing within the context of your own work
- ⌘ Using unique phrases without citations
- ⌘ Using graphics, charts, diagrams, or illustrations without citations.



## **Suggestions/Recommendations for Parents:**

- ⌘ Read and know the JPS Hawk Honor Code and Board of Education Policy regarding "cheating"
- ⌘ Check your child's planner
- ⌘ Stress the learning process rather than the final grade
- ⌘ Make your children aware of your feelings on cheating and the family's rules about academic honesty
- ⌘ Be aware of your child's assignments
- ⌘ Require your child do his/her own work
- ⌘ When helping a student with assignments, ensure that his/her work remains his/her own
- ⌘ Support the enforcement of consequences if the Honor Code is violated



**H**onor **A**cademic Integrity **W**ork Ethic **K**nowledge **S**portsmanship

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Attach label of student's name,  
homeroom, etc.

Both Student and Parent/Guardian are to sign the statements below and return to your homeroom teacher.

## **J. P. Stevens Honor Code Acknowledgement by Student:**

I, \_\_\_\_\_, acknowledge that I have read and  
(Name of Student)  
understood J. P. Stevens High School's Honor Code, and I agree to be bound by all of its terms and conditions.

I further acknowledge that I have been given the opportunity to ask questions regarding this Honor Code and its meaning before signing this statement. I accept and promise to adhere to its principles and will personally commit myself to uphold a high level of respect and integrity as well as the honor of my school.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Student)

## Parent Pledge:

As a parent/guardian of \_\_\_\_\_, I have read and  
(name of student)  
understood the J.P. Stevens Honor Code and agree that my son/daughter shall be fully bound by its terms and conditions. I personally commit myself to supporting John P. Stevens High School in its goal of encouraging academic honesty and personal integrity in my child. I understand and agree to support the consequences for failure to abide by the provisions of the policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)



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