

Chelmsford High School Honor Code of Academic Integrity

Chelmsford High School promotes academic integrity by encouraging everyone in its school community to demonstrate high standards of personal honesty in academic work. Violations of the honor code disrupt the community of trust necessary to support high standards of academic achievement. Therefore, honor code offenses will result in serious and progressive consequences.

Students will indicate their adherence to the honor code by writing “On My Honor” on the assignment. “On My Honor” is an abbreviated version of the Chelmsford High School Honor Code Pledge: “On my honor, I pledge that I have not given nor received unauthorized aid on this assignment and all work is my own.”

Examples of honor code offenses include, but are not limited to:

1. Unauthorized collaboration, such as,
 - Working together on a class or take-home assignment without authorization by the teacher
 - Looking at someone else’s quiz, test, examination, or allowing another student to look at his/her paper with their knowledge
 - Using unauthorized textbooks, websites, application, class notes, prepared notes, or having or using notes, formulas, definitions, or other course material in a programmable calculator, cellphone, or other electronic device without teacher approval
 - Using a communication device such as a cell phone or tablet to send, receive, or share unauthorized information about an assignment
2. Unauthorized advantage, such as,
 - Looking at someone else’s quiz, test, examination, or paper without their knowledge
 - Giving or receiving written or oral answers during a test or a quiz
 - Relaying information or accepting information concerning test items and/or format, such as securing a copy of a test or test

questions prior to taking it or sharing test questions with other students, verbally, electronically, or in written form.

- Altering a submitted assignment without instructor approval
3. Plagiarism, such as,
- Copying someone else's work by manual or electronic means without citing the source
 - Not properly citing sources of quoted or paraphrased information
 - Turning in, for credit, any assignment that is not based on the student's own research, including papers from a commercial term paper company and papers written by anyone other than the student or making up and falsifying data
 - Submitting the same or portions of the same academic materials for credit in more than one class without the consent of both teachers
 - Please reference Plagiarism policy in the Student Handbook on pages 38-40.
4. Lying – stating an oral or written untruth with the intent to deceive
5. Forging or using a forged signature – signing a name that is not one's own
6. Planning or participating in any cheating scheme

Consequences for Honor Code Violations

First Offense:

- Zero on assignment
- Consequences with school-sponsored activities and sports as per that activity's guidelines (e.g., removal from NHS).

Second Offense:

- Zero on assignment

- Consequences with school-sponsored activities and sports as per that activity's guidelines (e.g., removal from NHS).
- Notation of an incident of cheating in the student's discipline record (reportable to colleges and Chelmsford High School Scholarship Committees).

Third and Subsequent Offenses:

- Zero on assignment
- Consequences with school-sponsored activities and sports as per that activity's guidelines (e.g., removal from NHS).
- Notation of an incident of cheating in the student's discipline record (reportable to colleges and Chelmsford High School Scholarship Committee).
- ISS and/or OSS