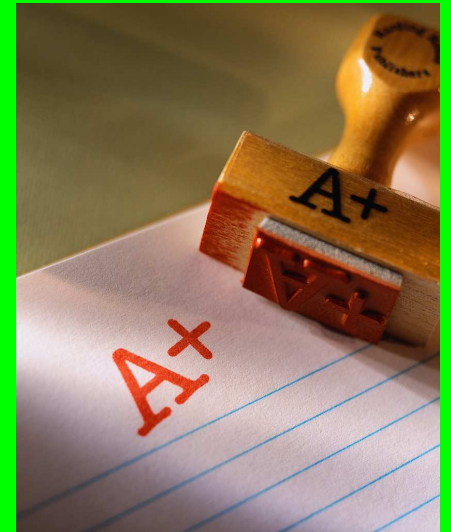




Cardinal
Newman

School's

Honor Policy



What is Academic Integrity?

Academic Integrity implies the promotion of student responsibility and honesty in academic endeavors by practicing appropriate, honest, and legal use of information and ideas.

Because Academic integrity is so basic to and consistent with our Christian mission at Cardinal Newman, violations will be dealt with firmly and quickly.



Expectations



Students are expected to familiarize themselves with this new policy so as to avoid questionable practices that may lead to violations. Students are also expected and encouraged to report any misconduct in the realm of academic dishonesty.



- **Teachers** are expected to review this policy with each of their classes so that every student understands what specific practices qualify as dishonesty and what the consequent penalties are. Teachers are also to create and foster an environment where cheating of any kind is not tolerated. They must also report any suspected abuse of academic integrity.



Parents are expected to review this policy and emphasize its importance to their children. Family discussions about honesty and integrity in and out of school will help the Cardinal Newman School community immensely.



The Honor Council



- **Honor Council:**

To promote a school-wide community in agreement with academic honor and integrity, our new policy requires the formation of an Honor Council. All Honor Council members will be nominated and elected by the faculty. The Honor Council will be made up of three seniors, three juniors, one sophomore, and one freshman. Two seniors and two juniors will always be present during a hearing, and the remaining members will represent one council member from each class.

When a student is called in front of the Honor Council, his or her respective representative will serve as the fifth council member.

Procedures to be used



- If a Cardinal Newman student or teacher believes that an honor code violation has occurred, he or she will fill out an “Honor Violation Form,” staple it closed, and turn this in to any teacher or administrator. This form will be kept confidential but is very important and should be filled out as thoroughly as possible. The teacher will then give this form to the Honor Council Advisor, who will confer with the disciplinary principal. These two will determine if the alleged violation should be brought before the Honor Council.
- If a hearing is deemed necessary, the “Honor Violation Form” will be used as an official document, the alleged student will be notified, and an Honor Council hearing will be scheduled promptly. Before the actual hearing, the Honor Council members and the Advisor will meet to review the case and create relevant questions to be used during the hearing. These questions will be reviewed and approved by the Advisor.

If A Hearing Is Deemed Necessary

- If students admits fault:

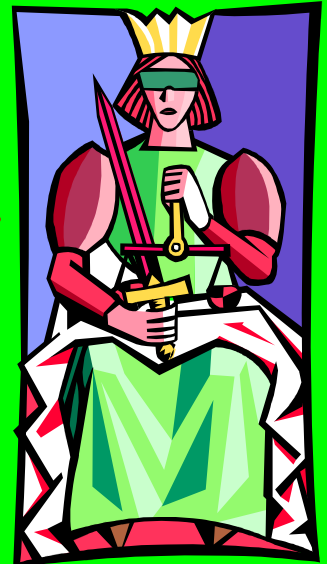
The chairman of the council will open the hearing by reading the description of the incident from the "Honor Violation Form". The chairman will then ask the accused, "Do you admit to the charges made against you?" If the student replies "yes," the council will then determine the severity of the offense, and the Assistant Principal will be contacted for the appropriate punishment.



If the student denies the claim:

If the student feels that he/she can make his/her case, the council will question the accused until clarity of the incident has been established.

The accused will be given the opportunity to make a final statement at the end of the hearing. The council will then be dismissed to deliberate and decide whether the student is guilty of academic dishonesty or not. If the accused is found guilty, the same procedure will apply as above. If the council deems a person not guilty, all documents used in the proceedings will be destroyed.



Offenses And Their Penalties

The severity of an offense will be based on the weight of the assignment in question. Generally, a violation on an assignment that is worth less than 10% of the quarter grade will be considered a minor offense.



Examples of Minor Offenses

- Copying homework or lab work
- Working together on an assignment when this was prohibited
- Trying to look on another student's paper during a quiz
- Possessing unauthorized materials during a graded assignment or quiz
- Passing on information about quizzes, tests or exams to another student
- Taking credit for a group project when the student did not do the required work
- Paraphrasing material without proper citations

Examples of Major Offenses



- Trying to look on another student's paper during a test or exam
- Copying directly from a textbook or website
- Having another student write your paper or do your major assignment
- Copying or paraphrasing material without proper citations
- Disobeying teacher's rules during a test or exam

Recommended Penalties for Offenses

Minor Offenses: 1st offense: Zero on assignment for all parties involved
Parental contact by administration
5 detentions / 5 demerits\

Major Offenses: 1st offense Zero on assignment for all parties involved
Parental contact by administration
10 detentions / 10 demerits

2nd Offenses:
whether minor or major Zero on assignment for all parties Involved
Parental contact by administration
Immediate 2-day suspension / possible
expulsion

3rd Offenses: Expulsion

Violations of the Academic Honor Policy
may lead to dismissal from the National Honor Society



- Honor Violation Form
- Name _____
- (Person submitting this form)
- *** Your name will be kept confidential!!***
- Name of student in question _____
- Grade Level _____
- Class _____
- Teacher _____
- Activity _____ Academic weight/point valuation _____
- (homework, quiz, test, project, etc)
- Describe the incident thoroughly. Be sure to include all pertinent information surrounding the event. Why do you think an honor violation occurred?
- Were there any other witnesses? If so, who?
- Could you have misunderstood the situation?
- Thank you for this information. Please staple this sheet closed and submit it to the office or to any teacher.
- Teachers please submit this form with a disciplinary referral to Mr. Bolchoz