

Honour Code

Practicing honesty and respect in your interactions with the school community and in all coursework is the expectation and your path to excellence at Credenda. This means treating others and their property (including intellectual) with respect and being honest with yourself and others.

Guiding Virtues:*

Honesty: Honesty is being truthful and sincere. It is important because it builds trust. When people are honest, they can be relied on not to lie, cheat or steal. Being honest means that you are willing to accept yourself as you are. When you are open and trustworthy, others can believe in you.

Respect: We show respect by speaking and acting with courtesy. We treat others with dignity and honour the rules of family, school and nation. Respect yourself and others will respect you.

Excellence: Is giving doing your best, giving careful attention to every task and every relationship. Excellence is effort guided by noble purpose. When you practice excellence you bring your gifts to fruition. Excellence is the key to success.

*Virtues definitions taken from: <http://www.virtuesproject.com/>, Print: Popov, Linda Kavelin. *The Virtues Project Educator's Guide*. Austin: Pro-Ed, 2000.

Credenda Community Responsibilities:

All members of the Credenda community (staff, parents, students) will:

- Be respectful of others time by coming to class on time and prepared to participate
- Practice respect by being tolerant of others views and values
- Honour yourself and others through a commitment to well-being and by treating yourself and others with respect
- Practice excellence when fulfilling commitments – assigned and volunteered – and practice diligence by completing commitments on time
- Extend thoughtfulness and understanding to others
- Extend an obligation to the ownership of one's work, deeds, words, and actions
- Practice honesty in words and work, which includes not lying, stealing or cheating

Violations of the Honour Code:*

Teachers' expectations for all work are clearly stated. If a student is unsure of the requirements for any activity or assignment, to avoid a violation of the Honour Code, he/she is responsible for checking his/her understanding with the teacher.

Violations of the Honor Code include but are not limited to the following areas:

Disrespect

Disrespect is showing a lack of respect or courtesy for yourself or others. It can be showing intolerance of others views and/or ideas; not treating yourself and others with dignity and care; or using offensive language or actions. Disrespect includes but is not limited to:

- Using derogatory language or swearing in class
- Sharing or posting inappropriate images or links in the classroom
- Belittling yourself or someone else in the class, including his or her ideas, opinions or views
- Distracting the class with unnecessary chats or talking
- Misusing Credenda's (or any other) communication technologies (email, chat, texts, facebook, etc) to threaten, humiliate, harass or embarrass another
- Not following the rules of [netiquette](#)
- Bullying others

Cheating

In cheating, a student is taking the work of another, either on homework or on a test, and claiming it as his/her own. Cheating includes but is not limited to:

- Copying and or offering homework, answers on tests or quizzes verbally, in written form, or by electronic means (this includes copying from answer guides in texts).
- Having anyone, including parents, friends or others complete assignments and submitting the work as one's own.
- Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not and will not bear the burden for the entire group assignment.)
- Pressuring other students to violate the Honor Code.
- Bringing in and using unauthorized information during class or exam time, including information stored in a calculator or other device.
- Offering or receiving information under circumstances when information is not to be shared.
- Fabricating or "fudging" data, information, or sources. Attempting to pass off made up material as the result of genuine efforts.
- Plagiarism is considered cheating (please see following description of plagiarism)

Plagiarism

Plagiarism can be intentional or unintentional. Avoid it by giving credit where credit is due. The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers.

- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work.
- Using another's ideas without proper citations.
- Incorporating portions of another's writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using "unique" phrases without citations.
- Using graphics, charts, diagrams, illustrations without citations.

*Source for cheating and plagiarism sections: "Honor Code." *Mountain Lakes High School*. Mountain Lakes District, 3 Nov. 2004. Web. 15 Nov. 2011. <www.mtlakes.org/hs/honcode.pdf>.

Consequences:

1st Offense:

- Student will meet with the teacher/instructor to discuss what he or she did and why it broke the honour code. In addition, the student will be asked what virtue they might use to correct the situation.
- Credenda administration as well as the student's site teacher and/or parent(high school students) will be contacted and made aware of the offense
- A plan to help student practice honour will be developed
- The student will be allowed to redo the assignment OR a similar assignment to meet the stated outcome

2nd Offense:

- Student will meet with a Credenda administrator, teacher/instructor and parent or site teacher (high school students) to discuss the offense and decide on a course of action
- Possible consequences are: Discontinue the class or with Credenda