

Updated February 23, 2017.

This version of the Honor Code supersedes all prior versions.

St. Timothy School Honor Code

St. Timothy School desires to create a learning environment which fosters and is conducive to the educational development of its students in a manner consistent with Catholic values and the commandments. When we look at the seventh commandment, “You shall not steal,” we see that it forbids unjustly taking or keeping the goods of one’s neighbor and wronging him/her in any way with respect to his goods, both personal and intellectual. The commandment further commands justice and charity in the fruits of man’s labor, and for the sake of the common good, it requires respect for private property.

With the eighth commandment, “You shall not bear false witness against your neighbor,” the full meaning of the commandment includes both the prohibition against telling a lie and the precept of telling the truth. We know the temptation to lie never ceases. But, we need to follow God’s example of truthfulness and honesty in our actions and words. God wants us, as his children, to commit ourselves to truth and reflect it in everything we do. Thus, we need to understand and apply true values to life and concentrate on building character traits that will endure.

A cornerstone of St. Timothy School is the school’s commitment to the principles of academic integrity. With the Ten Commandments as their live’s guide, St. Timothy students are also responsible for conducting themselves according to the virtues of integrity, honesty, fairness, accountability, responsibility, and trust in all academic matters. An Academic Honor Code accepts that students will act responsibly to complete academic assignments in an ethical manner in order to maintain an environment of trust among students, faculty, and administrators. St. Timothy’s Academic Honor Code outlines the basic requirements and responsibilities to be used to guide conduct in academic performances.

Based on the principle that St. Timothy students want to be trusted, the Honor System helps create and strengthen a school wide community of trust. As such and as part of the St. Timothy Honor Code, each student is required to sign at the end of each assignment, and or abide by the following: “On my honor, I have neither given nor received any unauthorized assistance on this (homework, quiz, test, paper).”

The following kinds of honesty violations are not meant to be all inclusive but to serve as examples of unacceptable academic conduct.

a. ***CHEATING***

To give or receive unauthorized assistance on tests, quizzes, assignments, homework, projects...Conduct that constitutes cheating or the intention to cheat includes, but is not limited to the following examples:

1. Collaborating on assigned work or work submitted by any student including papers, projects, lab reports, other reports, and homework without permission.

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2. Using a cheat sheet, marks/writings on body, teacher textbook, note cards or notebooks, calculators/computers, cell phone, or any other technological device that would inappropriately enhance one's work without authorization.
3. Accessing prior knowledge and/or using tests, quizzes, midterms, finals, or other assignments (discussing a quiz or test with someone who has taken that quiz or test already in an earlier class period).
4. Having another student take a test or prepare an assignment, or assist in the test or assignment without approval.
5. Sending or receiving unauthorized information through hand signals or other gestures, talking, looking at someone else's test, showing your own test, or text messaging.
6. Submitting the same work in two or more classes without the teacher's approval.

b. ***LYING***

To make a statement one knows (or should know) is false, with the intent to deceive or with disregard for the truth. Lies can be verbally or in writing, or by gestures that intend to convey a false impression or understanding. Conduct that constitutes lying includes, but is not limited to, the following examples:

1. Fabricating data or information.
2. Falsifying data or information.
3. Forging a signature on documents for school records.
4. Making statements that you know or should reasonably know have caused a false impression or understanding to have been created and failing to correct the false impression or misunderstanding.

c. ***STEALING***

To take, get, or give another's property or ideas without permission or acknowledgement. Conduct that constitutes stealing includes but is not limited to:

1. **PLAGIARISM**

- i. Copying writings, ideas, thoughts, images, or computer work of another without proper acknowledgement and/or citation.
- ii. Purchasing and/or using another's work or thoughts as your own.

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- iii. Using computer technology to plagiarize or violate copyright law or tamper with another's work.

Consequences for Student Offenses against the Academic Honor Code

Violations of the St. Timothy Honor Code accumulate for the student's current year at St. Timothy. The consequences imposed for a specific violation of the St. Timothy Honor Code will reflect the seriousness of the violation as well as promote respect for the rules of St. Timothy. In order to protect the students of St. Timothy from further violations, the St. Timothy Honor Code will demonstrate that justice and integrity matter, and, when appropriate, provide the student with opportunities to prove that he or she sincerely regrets any wrongdoing and is committed to making things right. The consequences which will be imposed will be determined by the appropriate administrator. In determining the consequences for a violation, the administrator will take into consideration the severity of the offense and implement an appropriate response.

- a. For a first offense of the St. Timothy Honor Code, the student
 1. will be referred to the administration for informational purposes and the recording of the violation;
 2. will have his/her parents informed of the violation by the classroom teacher;
 3. will receive a grade of zero on any test or assignment where there has been cheating, lying, stealing, or any violation of the Honor Code;
 4. if a member of the St. Timothy National Junior Honor Society or St. Timothy Student Government, will have the advisor(s) of that organization notified of the violation by the Administration;
 5. may appear before the St. Timothy Honor Code Council, and, if a member of the St. Timothy National Junior Honor Society, before the Honor Society's Advisory Board as outlined by the bylaws of the National Junior Honor Society.
- b. For a second offense of the St. Timothy Honor Code, the student
 1. will be referred to the administration for informational purposes and the recording of the violation;
 2. will have his/her parents informed of the violation by the classroom teacher;
 3. will receive a grade of zero on any test or assignment where there has been cheating, lying, or stealing;

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4. will be referred to the principal for a disciplinary conference to discuss the situation and other potential consequences;
 5. may attend a conference with his/her parents, the principal, counselor, and teacher(s) to discuss the situation and additional sanctions as deemed appropriate by the administration;
 6. if a member of the St. Timothy National Junior Honor Society or St. Timothy Student Government, will have the advisor(s) of that organization notified of the violation by the principal;
 7. will appear before the St. Timothy Honor Code Council, and, if a member of the St. Timothy National Junior Honor Society before the Honor Society's Advisory Board as outlined by the bylaws of the National Junior Honor Society.
- c. For a third offense of the St. Timothy Honor Code, the student
1. will be referred to the administration for informational purposes and the recording of the violation;
 2. will have his/her parents informed of the violation by the classroom teacher;
 3. will receive a grade of zero on any test or assignment where there has been cheating, lying, or stealing;
 4. will be referred to the administration to determine sanctions based on the severity of the infraction or offense;
 5. may attend a conference with his/her parents, , principal, counselor, and teacher(s) to discuss the situation and additional sanctions as deemed appropriate by the administration.