

# HONOR CODE INFRACTION REPORT

This report is to be completed by the reporting teacher and forwarded to school office.

Date: \_\_\_\_\_

Student name: \_\_\_\_\_ Year of graduation class: \_\_\_\_\_

Teacher name: \_\_\_\_\_ Course: \_\_\_\_\_

Teacher is seeking additional follow-up on this infraction: Yes \_\_\_\_ No \_\_\_\_

Teacher has spoken directly with student: Yes \_\_\_\_ No \_\_\_\_

Teacher has communicated with parent: Yes \_\_\_\_ No \_\_\_\_

If yes, parent contact information: \_\_\_\_\_

## Student Response (check one)

- Student acknowledges that he/she violated the honor code and accepts the consequences chosen by the teacher without further review.
- Student acknowledges that he/she violated the honor code, requests Honor Council review, and will accept the penalty recommended by the Honor Council Executive Committee without principal's review.
- Student acknowledges that he/she violated the honor code, requests Honor Council review, and will accept the penalty recommended by the Honor Council; however, the student requests the opportunity to speak to the Honor Council before a final penalty is assigned without the principal's review.
- Student maintains that he/she did not violate the honor code and requests an investigation and hearing be conducted by the Honor Council with findings and recommendation submitted to the principal.
- Student maintains that he/she did not violate the honor code and requests an investigation and hearing be conducted by the principal.

Infraction Observed	
	Giving unauthorized aid during an exam/quiz
	Receiving unauthorized aid during an exam/quiz
	Giving or receiving advanced information about an exam/quiz
	Using unauthorized notes/resources in any form (written/electronic)
	Group work on individual project
	Misrepresentation or fabrication
	Homework copying
	Other (specify)

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<b>Infraction Observed</b>	
	Plagiarism (check type)
	Use of copied text without reference or citation
	Paraphrasing text or ideas without reference of citation
	Fabricated bibliography
<b>Description of Infraction</b>	
<b>Student Statement</b>	
<b>Consequences Assigned or Recommended</b> (see below for school recommendations)	

<b>Recommended Consequences for Honor Code Infractions (modification of Table 4.1)</b>		
<b>Infraction</b>	<b>Minor</b>	<b>Major</b> (infraction was planned/ premeditated)
1	50% off assignment; offer to redo for full credit; written reflection assignment for teacher	0% on assignment; offer to redo for 50% credit; nine-month probation for Honor Council or Honor Societies; written reflection assignment for teacher
2	0% on assignment; offer to redo for 50% credit; nine-month probation for Honor Council or Honor Societies; written reflection assignment for teacher and Honor Council	0% on assignment; disqualification for Honor Council or Honor Societies; written reflection assignment for teacher and Honor Council
3	0% on assignment; disqualification from Honor Council or Honor Societies; written reflection for teacher and Honor Council	0% on assignment; 30-day suspension from all extracurricular activities; 2-day in-house suspension; written reflection assignment for teacher and principal.

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Other observations:

**Did teacher assign consequences?** Yes \_\_\_\_ No \_\_\_\_ (referred to Honor Council/Administrator)

**Did student appeal teacher's decision?** Yes \_\_\_\_ No \_\_\_\_

**Did student request appeal of teacher or Honor Council recommendation?** Yes \_\_\_\_ No \_\_\_\_

**Attach student reflection after consequence assigned.**

Recommended reflection questions

- What core value (integrity, responsibility, etc.) did I violate in my infraction?
- How did/could my infraction affect others?
- Do I have an ethical obligation to avoid repeating this behavior in the future?
- What could I have done differently to have avoided this infraction?

**Please date and initial progress of this case.**

Date filed with school office: \_\_\_\_\_

Date of administrator or Honor Council review: \_\_\_\_\_

Date of hearing (if applicable): \_\_\_\_\_

Date of resolution and final filing: \_\_\_\_\_