TO:             Secondary Principals & Administrators

FROM:           Gregory C. Hutchings, Jr., Ed.D.
                Superintendent of Schools

TOPIC:          Student Certification of Honor Code Understanding

PURPOSE:

To remind all administrators of schools and programs with secondary school students of the requirements of the ACPS Honor Code.

INSTRUCTIONS:

1) The ACPS Honor Code was adopted by the School Board on December 18, 2014, updated on January 5, 2015. It specifies that teachers are expected to teach and reteach students on plagiarism, how to avoid it, the consequences of plagiarism, and the proper methods of attributing sources for assignments that require citations.

2) It also states that at the start of each course each year, students at all secondary schools will be requested to recertify their agreement to and understanding of the Honor Code, including consequences for violation of the Code. Each school shall work out the mechanism to be used at that school to process the certification, whether orally or in writing.

3) Nothing in the Honor Code prevents recertification of adherence to the standards laid out in the code before each major examination, paper submission, or other project. Decisions on whether such recertification shall be required at a school will be made by the academic community at the school with the concurrence of the school principal.

FOR ADDITIONAL INFORMATION CONTACT: Dr. Gerald Mann, Executive Director of Secondary Education at 703-619-8308