

LANGLEY HIGH SCHOOL'S HONOR CODE

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INTRODUCTION

LANGLEY HIGH SCHOOL HONOR CODE

Statement of Saxon Pride

**I AM ENTRUSTED WITH THE RESPONSIBILITY
OF UPHOLDING AND CONTRIBUTING TO
AN ATMOSPHERE OF MUTUAL RESPECT,
HONESTY, AND FAIRNESS. MY PERSONAL
HONOR IS ESSENTIAL TO PRESERVE MY
GOOD NAME AND THE INTEGRITY OF
THE LANGLEY COMMUNITY.
WITHOUT HONOR, I HAVE NOTHING.**

Pledge

**ON MY HONOR, I HAVE NEITHER GIVEN NOR
RECEIVED AID ON THIS WORK.**

GIFT FROM THE CLASS OF 1997

LANGLEY HIGH SCHOOL HONOR CODE REFERRAL

INSTRUCTIONS FOR THIS FORM:

1. The referring teacher is to complete Section I explaining the questionable violation.
2. The teacher will notify the parent/guardian about the referral and will give the student a copy of the referral.
3. The student will complete Section II, and will return the copy to the teacher within two school days. If it is not returned within two school days, it is understood that the student is admitting to violating the honor code.
4. The original form becomes the teacher's record, and the returned copy will be placed in the Honor Council mailbox (Anna Aslin Cohen).

SECTION I: HONOR CODE REFERRAL – COMPLETED BY THE TEACHER.

Referring teacher:

Student:

Grade Level:

Date of Referral:

Date of Incident (if different):

Type of Violation (check all that apply):

- Cheating
- Plagiarism
- Lying
- Stealing

Incident Summary:

Teacher Signature _____

Revised September 2011

SECTION II: STUDENT POSITION – COMPLETED BY THE STUDENT AND PARENT/GUARDIAN.

NOTE TO THE STUDENT:

- It has been alleged that you violated the Langley High School Honor Code as described in section one.
- This matter has been discussed with you by the referring teacher and your parent/guardian has been notified.
- Any questions from this point on should be directed to the Chair, Anna Aslin Cohen.
- You must now state your position, whether you violated or did not violate the Honor Code, by signing under one of the following three statements.
- Signing “A” or “B” means that you violated the Honor Code. The difference is that “B” may have a typed and signed statement attached.
- If you sign “C,” your form must include a typed and signed statement and you will be notified by the Chair of the Honor Council as to the date and time of your hearing, which is one week before you will appear before the Council to discuss your case. Evidence, in the form of written documents and witnesses for either side, will be presented or heard at the hearing. Only you may represent your interests before the Honor Council. Witnesses, if called, will testify before the Honor Council individually, and may be questioned by the reporting teacher, you, and the members of the Honor Council.

A. I hereby acknowledge that I **violated** the Honor Code and will accept the penalty imposed by the teacher and/or the Honor Council.

Signature _____

B. I hereby acknowledge that I **violated** the Honor Code and will accept the penalty imposed by the teacher and/or Honor Council. However, I wish to submit a typed response on my behalf to the Honor Council before a final penalty is imposed. My typed response is attached.

Signature _____

C. I hereby maintain that I **did not violate** the Honor Code and request an investigation and hearing be conducted by the Honor Council. My typed statement concerning this incident is attached to the referral.

Signature _____

NOTE TO THE PARENT:

Your signature indicates that you have discussed the alleged violation of the Honor Code with your child. It does not imply agreement or disagreement with the allegation.

Parent Signature _____

LANGLEY HONOR COUNCIL ACTION

Teacher or Referring Party:

Student:

Date of Referral:

Date of Honor Council Review/Hearing:

After reviewing the attached referral and/or holding a hearing, the Honor Council finds the following:

___ **No evidence (or insufficient evidence) exists of a violation;** therefore, no further action will be taken.

___ **An act that violated the honor code occurred** but there does not appear to have been the intention of violating the honor code. Recommended action:

___ **An honor code violation occurred with intent.** Based upon the severity of the offense, further recommended action is:

If the student would like to appeal the above decision he/she must do so in writing within two school days of receipt of this notice by getting an "Appeal of the Honor Council Decision" from the Chair and following the procedural directions.

Cc: Teacher/Referring party and student named above
Honor Council file
On the third violation – to the student's Counselor

LANGLEY HIGH SCHOOL: APPEAL OF HONOR COUNCIL DECISION

PROCEDURES:

1. Notice of the intent to appeal should be given to the Chair of the Honor Council within two school days of the receipt of the Honor Council's decision.
2. The Chair will give the student this form to sign.
3. The Chair will give all accompanying documents from the Honor Council's decision to the grade level administrator within three school days of the date noted.
4. The student will return this form and provide a written statement explaining the reason for the appeal within three school days to his/her grade level Administrator. Reasons may include:
 - a. Anything the student may have left out of his/her original explanation to the Honor Council;
 - b. Additional information;
 - c. A procedural objection that Honor Council protocols were not followed;
 - d. Additional documentation;
 - e. Or, any other reasoned assertion meant to persuade the Administrative Team that the Honor Council's decision should be overturned in full or in part.
5. The student's grade level administrator will submit all documents from the Chair and from the student for review by the administrative team.

To repeat: The appeal requesting administrative review is made in written form. The decision will be made in consultation with the entire Administrative Team, including the Principal. The ADMINISTRATIVE TEAM will review all documents and write a letter notifying the student of their decision regarding the appeal within five school days.

Although parents are not invited to appear before the Honor Council itself, parents frequently have a point of view or background information that they consider relevant; they are welcome to append a statement to the appeal made to the Administrative Team.

NOTICE OF APPEAL OF HONOR COUNCIL DECISION

I am formally appealing the decision of the Honor Council.

Made by _____ (student)

Date: _____

To: Administrative Team – Student's School-level Administrator

HONOR CODE AND THE HONOR COUNCIL: FREQUENTLY ASKED QUESTIONS

- 1. What is the Honor Code?** At Langley High School, a student's work is the student's work. The Honor Code is part of each student's responsibilities and rights. No work is discussed, borrowed, and/or copied without giving credit to the person with whom the student discussed the work, borrowed the work, and/or copied the work.
Our Honor Code starts at the beginning of the school year with the review of the *Students Responsibilities and Rights*. If the teacher sees a questionable violation of the honor code, the teacher is required to make a referral to the Honor Council. The teacher discusses the questionable violation with the student, calls the student's parents, fills out Section I of the referral form, and gives a copy of the referral form to the student to fill out Section Two and return the form within two school days.
- 2. How are student cases heard?** Please review the LHS Honor Code Referral form. Students who check that they violated the Honor Code do not meet with the Honor Council, unless they choose to talk with the Council. Students who check that they did not violate the Honor Code are notified of their meeting with the Honor Council one week before the meeting.
- 3. May parents come to the Honor Council meeting?** No, parents are not invited to attend or to talk at the Honor Council meeting. If the student finds they must appeal the Honor Council decision, then parents, who frequently have a point of view or background information that they consider relevant, are welcome to append a statement to the appeal made to the Administrative Team.
- 4. How often does the Honor Council convene?** The Honor Council convenes as needed, usually once a month.
- 5. Is the meeting transcribed or recorded?** No.
- 6. May a student record the meeting?** No.
- 7. Who knows about the referral?** The teacher or referring party, the student, the student's parent/guardian, the Chair of the Honor Council and then whoever sits on the Council. No one else unless the student shares the information.
- 8. What does the first offense do to my child's school record?** Nothing. All first offenses are kept in a confidential file in a secure location. No one knows of the first offense except the student and teacher or referring party. The first offense is not forwarded to anyone: no other teacher, no one in guidance, and no administrator has any access to the first offense. It is destroyed once the student has graduated from Langley High School.
- 9. When is the counselor notified?** If the student receives a third violation.
- 10. Who notifies the various Honor Societies?** The student does, if he/she is found to have violated the Honor Code.
- 11. Will this prevent my child from getting into an Honor Society?** Please check the rules of the particular Honor Society.
- 12. What happens if a student receives a second violation?** Community service hours are attached to his or her recommended action form. If the student holds an office, he or she will lose the office.
- 13. To whom should I address questions and concerns about the referral?** Address all questions and concerns to the Chair of the Honor Council.