

SOUTH LAKES HIGH SCHOOL HONOR CODE

The South Lakes High School community embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the school and represents the highest possible expression of shared values among the members of the school community. Students who commit themselves to upholding South Lakes High School's Honor Code will be instilled with a sense of integrity and personal achievement that will last beyond their high school years.

THE CODE

Students attending South Lakes High School are expected to conduct themselves honorably in pursuit of their education. Cheating, plagiarism, and fraud violate ethical codes of conduct and will not be accepted at South Lakes High School. The Honor Code expressly forbids the following academic violations:

Cheating

Examples of cheating include but are not limited to:

- Copying another person's work.
- Allowing another person to copy your work.
- Using unauthorized notes, aids, or written material in any form during a test.
- Unauthorized use of technological devices (cell phones, cameras, ipods, games, etc) when taking an assessment.
- Talking; copying from another person's paper; giving or receiving information by signs, gestures, or deception during any type of assessment.

Plagiarism

Examples of plagiarism include but are not limited to:

- Presenting someone else's work as your own including the copying of language, structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement.
- Copying word for word, without using quotation marks or giving credit to the source of the material.
- Failing to use proper documentation and bibliography.
- Having somebody else do assignments which are then submitted as one's own work.

Falsification/Lying

Examples of falsification/lying include but are not limited to:

- Making an untrue statement verbally or in writing with the intent to deceive.
- Creating false or misleading impressions.
- Forgery of official signatures.

RESPONSIBILITIES

Students will...

- Exercise academic honesty in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers.
- Avoid engaging in cheating, plagiarizing, and lying.
- Use sources in the prescribed manner.
- Report any violations of the Honor Code.

Teachers will...

- Develop, model, and sustain ethical practices within the classroom setting.
- Report violations to counselors and administrators.
- Confer with those who violate the Honor Code.
- Contact student's parent or guardian regarding a violation.
- Record a failing grade for the assignment.

Parents will...

- Discuss the Honor Code with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the Honor Code.

Administrators will...

- Ensure that all faculty, students, and parents receive the Honor Code.
- Help contribute to a school-wide environment that encourages adherence to the Honor Code.
- Require teachers to enforce the Honor Code.
- Maintain accurate records of Honor Code violations.
- Ensure that the Honor Code is being applied consistently throughout the school.

CONSEQUENCES

Violations of the Honor Code accumulate throughout the student's high school career.

First Offense (and all subsequent offenses):

- Immediate referral to the student's administrator and counselor for information purposes and to be recorded in their discipline record.
- Parent will be contacted by teacher regarding the violation.
- Forfeiture of credit for the work ("0" for numerical scale, "F" for letter grades).

Second Offense:

- Immediate referral to the student's administrator for disciplinary action.
- Conference including the student's administrator, the teacher, the counselor, the parent, and the student.
- Student will be assigned one day of Alternative Instructional Arrangement (AIA).
- If student is a member of any honor society, the administrator will notify the sponsor of the society of the violation.
 - The society will decide consequences for the member according to the by-laws of the society.

Third Offense (and all subsequent offenses):

- The administrator will notify immediately the student's parents and suspend the student from school for one day. Alternative discipline may be assigned as well.
- Conference including the student's administrator, the teacher, the counselor, the parent, and the student. Consequences for any additional violations of the Honor Code will be discussed at that time.
- If student is a member of any honor society, the administrator will notify the sponsor of the society of the violation.
 - The society will decide consequences for the member according to the by-laws of the society.