The purpose of the Honor Code is to create a close, unified spirit in the community of the Louisiana School for Math, Science, and the Arts that is conducive to a "living/learning experience."

To accomplish this aim, it is important that the student body possess an attitude of self-discipline, academic honesty, and integrity. The following are guidelines for the foundation of mutual trust in a community of learners; however, the code's success depends upon each student's individual effort to uphold its values. Each student shall do everything in his/her power to help peers avoid temptation and to stop potential infractions.

In order to ensure that every student is aware of the responsibility entailed by the self-government of this Honor Code, the Louisiana School requires each student to agree to the following pledge:

> *"As a student of the Louisiana School for Math, Science, and the Arts, I understand that I belong to an institution dedicated to the pursuit of learning. Thus, I promise to uphold the Honor Code that safeguards this pursuit. I accept my personal duty to promote an honorable attitude in my academic life by refraining from lying, cheating, stealing, plagiarizing, or vandalizing."*

Two areas that are specifically covered by the Honor Code are tests and academic assignments.

Because each instructor assigns homework with a different purpose and allows for different degrees of collaboration, the instructor shall inform students of the particular rules for each homework assignment. The Honor Code applies to homework as well as to tests.

<u>Procedural Rules in Honor Code Violations</u>

Academic dishonesty is defined as actions that occur in executing academic tasks in an inappropriate time, manner, or place. Specific examples of academic dishonesty include lying, cheating, or plagiarizing.

Because of the seriousness with which academic dishonesty is viewed, processes have been developed to address possible Honor Code violations. These processes are to be adhered to by faculty and students. Such adherence will insure that (1) similarly situated individuals will be treated similarly, and (2) due process is safeguarded.

The following outline of procedures, as represented in the flow charts below, shall be followed in all alleged honor code violations.

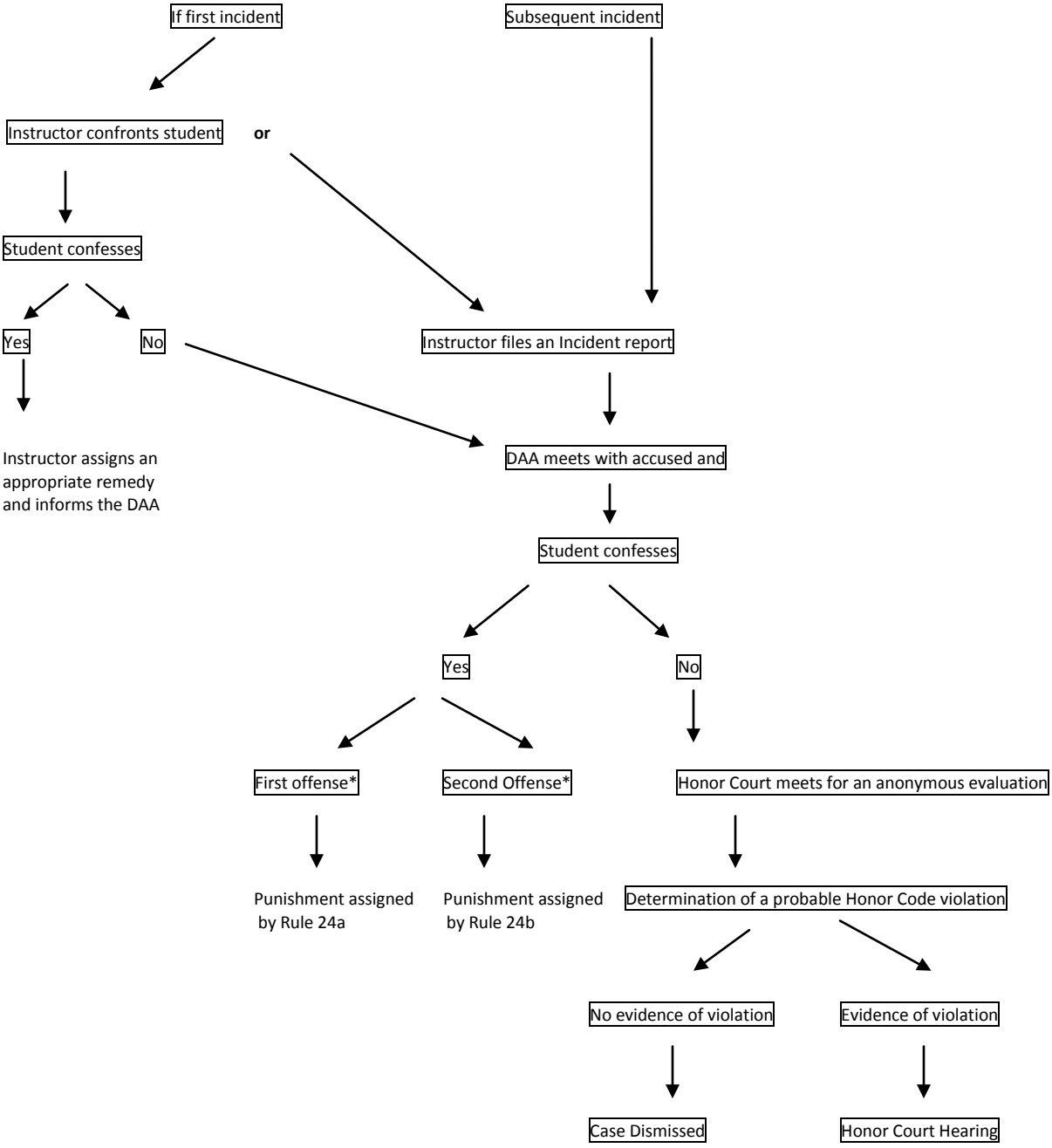
The first time an instructor observes a behavior thought to be a violation of the Honor Code, he or she, in the exercise of professional discretion, may file an Incident Report or may take immediate action to correct dishonest behavior. Such action may include, but is not limited to: collecting the student’s papers and grading only that portion which has been completed; collecting the student’s papers and assigning a grade of zero on the work in question; or providing the student with another opportunity to submit the work under the direct supervision of the teacher. The instructor will report the matter to the director of academic affairs.

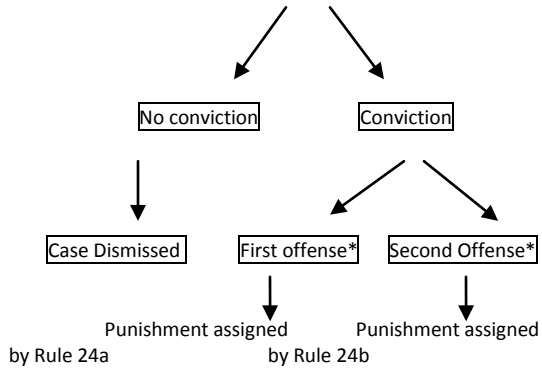
Any disciplinary action taken by a faculty member shall not be counted as a first or subsequent offense under the Honor Code unless the accused denies the allegation. When a student denies the accusation of an instructor that an Honor Code violation has occurred, the instructor shall

file an Incident Report with the director of academic affairs and the Honor Code Court will determine the issue using the procedures listed below. Thereafter, an affirmative finding by the Honor Code Court that a violation has occurred will be deemed to be a first or subsequent offense as the student's record might indicate.

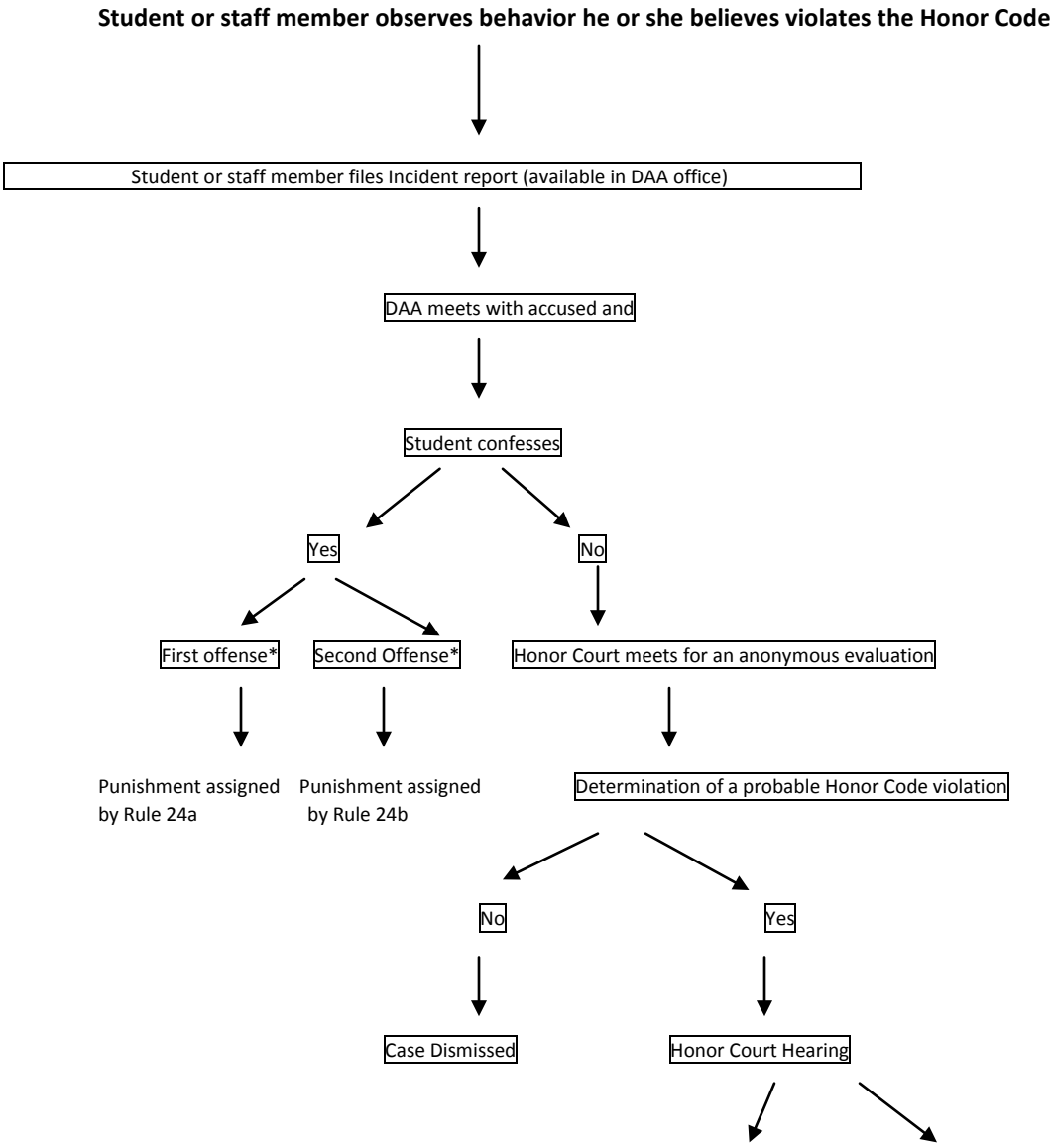
A second or subsequent time an instructor observes behavior by a particular student thought to be a violation of the Honor Code, he or she shall file an Incident Report.

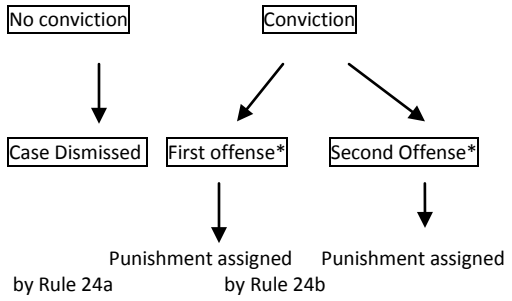
Instructor observes behavior he or she believes violates the Honor Code





*Note: Behavior determined to be a first or second offense will hold the same weight whether the student's guilt is established by an Honor Code Court hearing or by a student confession.





*Note: Behavior determined to be a first or second offense will hold the same weight whether the student's guilt is established by an Honor Code Court hearing or by a student confession.

The Procedural Rules of the Honor Code Court

Purpose:
The purpose of the Honor Code Court is to encourage students to actively participate in creating a scholarly environment at the Louisiana School where open and honest academic discourse exists with mutual respect and trust among faculty and students. Students, no less than faculty and administrators, need to feel confident that the Honor Code will be fairly and impartially enforced and that the information of possible Honor Code infractions provided by students as well as the due process rights of the accused receive careful and considered attention.

Notice and Process of Possible Honor Code Violation:

1. Students or faculty having evidence of a possible Honor Code violation shall report the incident on an Honor Code Incident Report (hereinafter, Incident Report) available in the office of the director of academic affairs. The Incident Report provides an opportunity for the person observing a possible Honor Code violation to report his/her observations to the proper authority. (The following fact patterns provide examples of "evidence" for the purpose of the Honor Code. It is not an exclusive list, but rather serves as an illustration. (1) Your roommate tells you that he got a copy of the exam ahead of time. (2) You overhear two students talking about how they used a "cheat sheet" on an exam. (3) Looking at a friend's paper for class, you recognize it as part of an article you read on the internet or in a magazine. (4) During your last exam, when the instructor stepped out of the room, two of your fellow students shared ideas about the test.)
2. The person submitting an Incident Report does not have the responsibility of determining whether a violation has actually occurred, but in the exercise of responsible citizenship reports his/her own knowledge of events or circumstances that might be deemed a violation of the Honor Code.
3. The description of the incident reported on the Incident Report shall be reviewed by the director of academic affairs. The director of academic affairs will meet with the accused to discuss the allegations on Incident Report. If the accused confesses to the violation, punishment will be assigned in accordance with Rule 24. If the accused does not confess, the Incident Report will be forwarded by the director of academic affairs to the

Honor Code Court for consideration at the earliest reasonable opportunity.

4. The description of the incident will be reviewed by the director of academic affairs or designee and all identifying names and events will be removed from the Incident Report before it is forwarded to the Honor Code Court.
5. At the initial meeting of the Honor Code Court considering the Incident Report, the Honor Code Court will determine if it is more likely than not that a violation of the Honor Code has occurred. The faculty advisor will ensure that all issues raised in the Incident Report have been addressed before a determination is made. The faculty advisor will not, however, take any position with respect to any issue under consideration.
6. The Honor Code Court must confine its discussion to the facts as stated in the Incident Report and all reasonable inferences that can be drawn there from.
7. For purposes of this initial evaluation alone, all statements as stated in the Incident Report will be taken as factually correct, except where internal contradictions allow the Honor Code Court to determine the relative likelihood (or unlikelihood) of specific facts.
8. Determination of a probable Honor Code violation will be a majority vote of the Honor Code Court present and voting. Should any member of the Honor Code Court have personal (i.e., first-hand) knowledge of the facts set out in the Incident Report, he/she will remove himself/herself from this and subsequent hearings on this matter if he/she cannot in good conscience confine his/her determinations to those facts presented to the court.
9. If the Honor Code Court finds no reason to believe a violation has occurred, the finding will be reported to the director of academic affairs and the incident will be closed.
10. If the Honor Code Court finds probable cause to believe a violation has occurred, the finding will be reported to the director of academic affairs and a date set at the earliest reasonable time for a formal hearing on the matter. At this time, the DAA will also inform the course instructor of the pending hearing.
11. The director of academic affairs will meet with the student named as a violator to apprise him or her of the process by which alleged Honor Code violations are evaluated. If the student confesses, the parent/guardian is notified and the process moves to point 24. If the student does not confess, the matter will proceed to a hearing.
12. A formal closed hearing on an Honor Code Incident Report shall be held after written notification by the director of academic affairs has been delivered to the accused violator, and the complaining witness or witnesses and the parent/guardian have been notified.
13. The faculty advisor to the Honor Code Court will open the hearing by explaining the purpose of the hearing and the procedures that will be used during the course of the hearing.
14. The members of the Honor Code Court shall act as the “person” principally responsible for questioning the witnesses.
15. The duty of the “person” principally responsible for questioning the witnesses will be to develop the facts through questions directed at the witnesses and by introduction of any documentary evidence.
16. The “person” principally responsible for questioning the witnesses is not a prosecutor and should endeavor to develop a balanced understanding of the facts in the case.
17. The accused must be present and shall have the right to counsel of his/her choice, which counsel may include a teacher, an administrator, a parent or guardian, or an attorney at law.

a. The role of the person selected to counsel the accused is to advise the student prior to and during the hearing. The primary function of said counsel is to ensure that the due process rights of the accused are maintained during the hearing process. Counsel is encouraged to keep a record of the proceedings for the purpose of a possible appeal and may raise objections to procedures that appear to violate the rights of the accused. His or her role is not, however, to serve as a questioner of witnesses. This responsibility falls to the accused.

b. If the accused chooses an attorney at law to serve as counsel, the accused shall notify the director of academic affairs who in turn may name an attorney to represent the interests of the Honor Code Court, and by extension, the Louisiana School. Like counsel for the accused, the primary role of an attorney serving in this capacity is to ensure that the hearing is carried out in a way that protects the rights of all concerned. He or she will not serve as the person primarily responsible for the questioning of witnesses. This responsibility will remain in the hands of the Honor Code Court.

18. At the hearing, the accused shall have the right to cross-examine any witness and to offer witnesses on his/her own behalf. The accused's witnesses may also be cross-examined by the "person" principally responsible for questioning the witnesses.
19. Tape recordings of the hearing will be made serve as a record should the accused appeal a finding of guilty.
20. The findings of the Honor Code Court, based upon a preponderance of the evidence, shall be by a majority of the Honor Code Court present and voting. This means that after evaluating the evidence presented, it is more probable than not that a violation has occurred (51%)
21. During all deliberations of the Honor Code Court, the faculty advisor will ensure that all issues before the Court are addressed and that both sides of any argument before the Court are fully considered before a final judgment is reached.
22. The faculty advisor to the Honor Code Court may not take any position with respect to any issue before the Court.
23. If the Court finds in favor of the, accused, all further actions with regard to this incident shall be dismissed and the record closed.
24. If the Court finds against the, accused, the DAA will provide written notice to the accused and his or her parents. Punishment for the violation shall be in accordance with the following guidelines.
    a. At and upon the first offense, regardless of the class or semester, the instructor shall assign a grade of zero on the test, quiz, homework, or project in question
    b. At and upon the second offense, regardless of the class or semester, the instructor shall assign a grade of zero to the test, quiz, homework, or project in question, and suspension/expulsion proceedings shall begin, as identified below.

Procedures and Appeals-First Offense:

1. Within five calendar days of the receipt of the written notice by the director of academic affairs, the student may appeal the decision of the Honor Court to the executive director whose decision shall be final. The student shall state in writing the reasons why the decision of the Honor Court should be overturned by the executive director. The decision of the executive director shall be based on the record developed from the history of the case as passed on by the Honor Code Court. The record shall include the

incident report and supporting documentation, notes taken by members of the Honor Code Court, the tape recording of the hearing, and any evidence produced at the hearing.

2. If the executive director does not uphold the Court's finding, it shall be removed from the student's record.
3. If the executive director upholds the Court's finding, it will remain on record for the full tenure of the student.

Procedures and Appeals-Second Offense:

1. Expulsion procedure shall be initiated by the director of academic affairs.
2. The director of academic affairs shall notify the student and parents in writing that expulsion proceedings have been initiated.
3. The director of academic affairs shall set a hearing date no later than five calendar days after mailing the written notification unless all parties agree otherwise.
4. The director of academic affairs shall suspend the student until the date of the scheduled hearing, with in-house suspension to begin as soon as the parents are notified by telephone.
5. The executive director shall appoint a committee to hear the case and make a recommendation to the executive director. Members of the committee shall be drawn from among the full-time faculty and administrative staff. The committee may adopt such rules of procedure, as it deems appropriate.
6. The director of academic affairs shall present the reason(s) for the proposed expulsion. However, if the student chooses to be represented by counsel, the school's attorney may present the reason(s) for the proposed expulsion. The student shall maintain the right of counsel during the hearing.
7. The student shall be on in-house suspension until all appeal processes have been completed.
8. After hearing the case, the committee shall recommend in writing to the executive director to uphold or overturn the original expulsion.
9. After an independent analysis of the written record, the executive director shall render his written decision to expel or not to expel the student. After rendering his decision, the executive director shall inform the parents in writing.
10. Within five calendar days of the executive director's written decision being mailed, the parent or guardian of the student may appeal the executive director's decision in writing by certified mail to the Appeals Committee of the Board of Directors that shall conduct a factual and procedural review of the record. The finding of the Board of Directors shall be final. If within five calendar days there is not a request for appeal in writing by certified mail, the executive director's decision shall stand, and the expulsion shall be implemented.
11. If the decision is overturned at any point, it shall be removed from the student's record.

Membership of the Honor Code Court:

1. Five senior members to the Honor Code Court will be elected by their peers during September of their senior year. Their term will be for the duration of their senior year. At second semester, two junior representatives, whose term will be one semester only, will be added to the Court. All students may run for the Court through an application process. From this pool of applicants, the administration will nominate ten senior candidates and five junior candidates. The student body will select their representatives

from this group. Should any member of the court be removed for any reason, the administration will appoint a temporary member until a new election can be arranged.

2. Two members of the faculty will be appointed by the administration to serve as non-voting advisors to the court each year. The advisors will be present at each gathering of the Honor Code Court and will be kept informed of all developments in Honor Code affairs.
3. The Honor Code Court members will be responsible for taking notes during hearings that will become part of the record should the accused file an appeal. Additionally, members of the Court will be responsible, on a rotating basis, for the following duties:
    a. Chairperson: The chairperson will preside over the meetings. If the Court reaches a guilty verdict, the Chairperson will provide a written account setting forth the evidence that was relied on to reach that verdict. This written account will become part of the record should the accused file an appeal. Whenever legal counsel participates in the hearing, one of the appointed faculty members will advise the chairperson regarding any procedural and or evidentiary issues.
    b. Secretary: The secretary will be responsible for tape recording the hearing. If the Court reaches a guilty verdict, the secretary will deliver the notes, the chairperson's typed report, and the tape recording to the director of academic affairs where the information will be kept in a safe place to assure confidentiality.