

## **Lee-Scott Academy HONOR CODE**

### **Philosophy**

Personal honor and integrity are essential to a quality education and a healthy academic environment. The pursuit of excellence in education at Lee-Scott Academy necessitates academic honesty. In our goal to help develop the student's character and intellect, we strive to teach by example and policy the importance of truth and trust in all life. Thus, every member of the Lee-Scott family should respect and support the philosophy and guidelines of the honor code, in order to maintain the sense of personal honor and integrity in the LSA community.

### **Guidelines**

While no student can be another's conscience, he or she can go on record as creating honesty in all relationships. In accordance with the Philosophy stated above, Lee-Scott Academy sets forth the following code of honor.

#### **1. Lying**

A person lying or purposely misrepresenting the truth violates the Honor Code. Forging the signature of any person is a violation. Violations of this policy will result in disciplinary action as warranted by the offense.

#### **2. Stealing**

A person taking another's property without permission violates the Honor Code. Suspension and/or expulsion will result from violations of this policy.

#### **3. Academic Dishonesty**

Academic dishonesty is defined as knowingly giving or receiving information or assistance on any graded work, which is understood to be an example of individual effort. Academic dishonesty includes, but is not limited to, the following:

- Copying, or allowing another student to copy: homework, vocabulary lessons, worksheets, essays, research papers, test answers, or lab reports that will be graded. (Teachers may give permission to work cooperatively on some assignments.)
- Having in your immediate possession materials, which could be of unauthorized assistance during testing. It is the student's responsibility to remove all such materials from around him during a test.
- Having material written on skin or clothing which is considered to be of assistance in completing a graded assignment.
- Plagiarism is the representation of another's ideas or words as one's own and is a form of academic dishonesty. Rules concerning plagiarism are explained in each course.
- The use of calculators or electronic devices to procure answers during an examination or quiz. (Teachers may specifically give permission to use these items for some assignments.)

All tests, quizzes, and examinations should be pledged. A teacher, at his/her discretion, may choose to make other assignments subject to the pledge.

Each teacher will establish rules concerning homework in his or her class and will make these rules/procedures accessible to students.

The following policy will be in effect upon reporting of incidents of academic dishonesty:

- **First offense** - The student who violates the academic dishonesty policy will receive a grade of zero for the graded work involved. The incident will be documented and kept on file in the office. Parents will be notified. If appropriate, conduct checks will be issued at the discretion of the teacher and Upper School Principal.

- **Subsequent offenses** - The student who violates the academic dishonesty policy more than once will receive the same punishment as above with added disciplinary action as warranted by the infraction. Suspension and/or expulsion are possible punishments for such offenses.

**Sample pledge to be signed on all tests:**

"On my honor, I have neither given nor received unauthorized aid on this test."

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Student's Signature

**Sample pledge to be signed on other assignments:**

"On this assignment, I have not violated any of the provisions of the Lee-Scott Academy Honor Code."

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Student's Signature