

Honor Committee Rules and Procedures Summary

- Students have the right to appeal a first or second infraction. Details are below.
- If a student receives 3 or more honor code infractions, the chair of the honor code committee will send for them to give them a copy of the rules and procedures, explain the student rights, and schedule the hearing.
- The preferred time for hearings is after school on a Tuesday.
- The honor code committee will consist of at least 4 teachers and a non-voting chair. No teacher who has submitted an honor code infraction on the student may serve for that hearing.
- The student has the right to bring parents/friends for support. If the number of supporters exceeds 3, you must get permission from the chair to bring them. Supporters are only there to advise the student and have limited rights to testify
- The student has the right to bring witnesses to present on their behalf. Witnesses may only be in the room during the time they are testifying.
- The student is responsible for bringing all student invited participants. Failure of one of those participants to come will not be grounds for re-scheduling or canceling the meeting.
- The chair will read the record of each honor code infraction, and after each entry the student has the right to respond, present witnesses, etc.
- After the final honor code infraction is read, the student will have an additional opportunity to add anything they wish.
- The committee will print a copy of the meeting minutes and have the student sign that they are accurate
- The student will then leave the room while the committee discusses and votes. The student will then return and the chair will inform the student of the committee's decision.
- Potential consequences the committee can impose include No action, community service, cafeteria duty, Saturday school, or ISS
- The unabridged version of the committee rules and procedures is below, or can be found on the student resources page of the GHS website.

Honor Committee Rules and Procedures

Rights to an appeal

Any student receiving a first or second honor code infraction may appeal the decision to the honor code chairperson, or the chairperson's designee, by delivering the request in writing to the chairperson either 1.) prior to the end of the school day following that follows the student's conference related to a second infraction or 2.) prior to the end of the school year, whichever comes first. The request must include the student's signed and printed name, the date of the request, which infraction(s) is appealed, and a clear request for an appeal. The chairperson shall choose between nullifying the infraction (in which case the record will remain, but that infraction shall be inadmissible for all honor code purposes, except for preventing the reporting teacher from serving on that student's honor committee), modifying the infraction to a warning (a warning does not count toward a student's total number of infractions, but is admissible as evidence during honor committee hearings), or sustaining the infraction. If the infraction appealed is that student's second infraction and the student is unsatisfied with the appeal to the chairperson, the student has the right to appeal to the honor committee. The honor committee meeting for an appeal shall run in the same manner as it would for any other hearing, save that the committee may only render one of the three findings outlined in this paragraph. Any decision rendered by the honor committee may not be appealed, regardless of the infraction causing the decision.

What constitutes a quorum?

A quorum consists of at least 4 teachers and one, non-voting chairperson. There is no maximum number of voting members. No teacher reporting an honor code violation for a student can serve during that student's hearing.

Who can vote

Only teachers can vote. No teacher reporting an honor code violation for that student can serve during that student's hearing.

What is the role of the chairperson

The chairperson acts as judge and presents the evidence regarding the student's behavior and past instances of cheating. For this reason, the chairperson cannot vote and must remain neutral, with a focus on fairness and equity.

What do we do in the case of a tie during voting?

Ties may lead to further discussion and a revote in order to attempt to find consensus. When the discussion reaches the point that no one is changing votes, and everyone is set on his or her views, any tie in votes goes in favor of the student, innocence over guilt, lesser punishment over more severe.

How are votes cast

Votes are cast openly (no secret ballots), but are cast when the student isn't present. Committee members are prohibited from discussing how any member voted outside of the hearing. The purpose of this rule is to facilitate discussion and debate in the meeting, but present a unified front to all faculty, staff, students, etc. When the group makes a decision, all decisions are considered unanimous.

Events of the meeting

- Upon report of a third or subsequent honor code infraction, the committee chair (or the chair's designee) shall meet with the student to determine the time and location of the hearing. The hearing shall not be set fewer than 72 hours from the meeting with the student, unless the student and chair agree in writing to both the date and the stipulation that the 72-hour time frame is being waived. The student shall sign off on the time and location of the meeting and sign and receive a copy of the regulations for hearing.
- Honor Committee hearings shall, if possible, occur on a Tuesday after school.
- The voting members of the committee sit together on one side of the table, the chairperson at the head, the student and anyone they bring on the other side of the table
- The chair presents all evidence regarding that student's honor code infractions from the current school year
- After each infraction reported, the student has an opportunity to provide his or her side of the story.

I have received a copy of this document to keep and am aware it is two sided.

Print your name

Sign your name

Date

- At the end of the infractions report, the student has the opportunity to provide any additional information he or she wishes. This could be information intended to prove innocence, recommend leniency, clarify what happened, etc.
- The student and chair will sign the minutes of the meeting.
- The student leaves and waits outside while the committee votes.
- The student returns and the chair informs the student of the committee's decision.
- After the meeting, the chair is responsible to communicate the decision to the assistant principal in charge of the honor code and to facilitate implementation of the consequences.

Norms and expectations

- The chairperson is to be impartial and is charged with maintaining the equity and fairness of proceedings.
- Only events from the current school year are admissible.
- No teacher who submitted an honor code infraction for the student involved in the hearing can serve during that student's hearing
- The student has the right to bring parents/guardians and a few friends as support. The number of supporters the student brings may not exceed 3 without chairperson approval. Supporters are there to advise the student and have limited rights to testify.
- The chair should try to permit the student to have the same number of supporters present as voting members of the committee in attendance.
- The student has the right to bring witnesses to give testimony. There shall not be a limit on the number of witnesses a student is allowed to bring, but the chairperson may determine whether witnesses are relevant. For instance, those with only hearsay knowledge may be disqualified from serving as witnesses.
- The student is responsible to ensure all supporters and witnesses come to the meeting. Tardiness or absence of student assembled attendees will not be grounds for delay or dismissal of the hearing
- Witnesses will present testimony one at a time, and will wait outside when not testifying.
- The chairperson is responsible for ensuring a quorum
- Committee members are expected to RSVP attendance at least 48 hours in advance.
- If a quorum of voting members cannot attend the hearing, the student will receive a consequence of "no action" with a note stating lack of quorum for the reason. If the student appears for a subsequent offense in that school year, the committee has the ability to consider both infractions as outstanding and assign a consequence intended to punish both infractions.
- If a student fails to show for an agreed upon hearing time, the school will make one more attempt to schedule a meeting. If the student fails to appear for that time, the school reserves the right to schedule a hearing during school hours with less than 72 hours-notice.
- Only one consequence may be assigned per hearing, even if multiple counts are outstanding.

Potential consequences the committee can impose (in relative order of severity)

- No action (with notes regarding the reason for this choice)
- Community service (must be completed via a GHS club, documented by the club sponsor, and these hours cannot count toward club requirements; not to exceed 6 hours). Documentation must be submitted to the chairperson within 30 days. Failure to submit documentation within 30 days results in referral to the assistant principal in charge of the honor code.
- Cafeteria Duty (either 5 or 10 days)
- Saturday School
- ISS (≤ 3 days)

Germantown High School Honor Code

I pledge to take pride in my work, model and encourage integrity, and focus on learning rather than grades.

Academic Integrity- making the right decisions in regard to learning and committing one's self to actively and honestly participate in his/her own learning

Collaboration: working with others to equally complete tasks a teacher has specifically assigned for a group

Academic Dishonesty- intended or unintended participation in activities that misrepresent one's true academic ability

Honor Code Infractions:

- **cheating:** attempting to deceive or mislead a teacher and/or administrator in any manner; using or attempting to use unauthorized materials, people, or actions for grade betterment; copying without authorization from teacher
- **collusion/unauthorized collaboration:** working with others to complete individually assigned work without teacher permission; conspiring (verbal, text, etc.) with others to cheat, plagiarize, fabricate, etc.
- **fabrication:** intentionally misrepresenting and/or falsifying information of any type (names, data, forged signatures, etc.); providing misleading information
- **facilitation of academic dishonesty:** providing help to another student (verbal, written, etc.) that has not been approved by the teacher to cheat/fabricate/etc.
- **improper use of technology:** using technology (phones, watches, calculator, iPads, Google, etc.) to facilitate cheating, fabrication, plagiarism, etc.
- **plagiarism:** using information from another person/source without properly giving credit to the original person/source

| Infraction Type | Infraction Example (but not limited to) | Acceptable Actions |
|-------------------------------------|--|--|
| Cheating | Copying another student's homework for a grade | Copying notes from another student when absent after teacher instructed to do so |
| Collusion | After a teacher assigned an individual assignment containing 5 discussion questions, 5 students divide the questions up to complete and then all 5 submit the same responses for individual grades | A group of 5 students completing 5 discussion questions together in class after teacher instructed to complete in groups |
| Facilitation of Academic Dishonesty | Rewriting an entire paragraph for another student to submit | Providing revision marks for a student to then make corrections |
| Improper Use of Technology | Sending a text with answers from a quiz taken earlier in the day; searching the internet for answer keys/guides | Sending a text telling your friends the quiz was hard (and no more) |
| Plagiarism | Copying part of your paper directly from an essay from the Internet | Using a direct quote from that essay and providing a proper citation for that source |

Honor Code Violation Consequences:

- 1st Violation:**
- parental contact
 - a grade of zero with no attempt to redo/retake
 - honors violation submitted and kept on file
- 2nd Violation:**
- ALL of the above and
 - loss of privileges (removal/ineligibility) including but not limited to honor society membership, SGA, teacher assistant, etc. for 12 months after the infraction
 - notification to the Honor Code Committee
 - student conference
- 3rd Violation and subsequent violations:**
- ALL of the above and
 - loss of privileges (removal/ineligibility) including but not limited to honor society membership, SGA, teacher assistant, etc. for the remainder of his/her high school career
 - meeting with the Honor Code Committee to determine further alternative discipline procedures as outlined in Shelby County Schools Code of Conduct

I have received a copy of this document to keep and am aware it is two sided.

Print your name

Sign your name

Date