

# International Baccalaureate Program Honor Code

## Southeast High School

### Article I. NAMES

The name of this document shall be the *International Baccalaureate Honor Code*. The name of the council established within this document shall be the *International Baccalaureate Honor Council*.

### Article II. PURPOSE

The purposes of this document are to establish an expected standard of conduct, both academic and behavioral, for students in the Southeast High School Pre-International Baccalaureate Program and the International Baccalaureate Program; and to create a process for investigating and addressing alleged violations of this honor code.

### Article III. DEFINITIONS

For purposes of the processes and standards established within this document, the terms below shall be defined as follows:

1. *IB Program* - the two-year course of study at the junior and senior levels within the International Baccalaureate Program at Southeast High School.
2. *SEHS Pre-IB Program* - the two-year course of study at the freshman and sophomore levels in preparation for admission to the *IB Program* at Southeast High School.
3. *IB Programme* – the International Baccalaureate Program based in Geneva, Switzerland.
4. *IB Coordinator* – the individual appointed by the Principal to oversee the IB Program.
5. *IB Coordinator Designee* – an IB Teacher appointed by the IB Coordinator to assume his/her duties when required by the unavailability of the IB Coordinator.
6. *IB Honor Council* – a council of teachers, as defined in Article V of this document, responsible for determining the legitimacy of any allegations of honor code violation.
7. *IB Teacher* – any teacher who has completed an official training program authorized by the IB Programme and who is scheduled to teach a Southeast High School Pre-IB or IB class during the current school year.
8. *IB Staff* – the teachers and administrators actively involved in the IB Program during the current school year, who meet on a regular basis.
9. *Non-IB Staff* – the teachers, staff and administrators not actively involved in the IB Program during the current school year.
10. *IB Student* – any student who has entered the IB Program (junior and senior years).
11. *SEHS Pre-IB Student* – any student who has entered the Southeast High School Pre-IB Program (freshman and sophomore years).
12. *IB Coach* - the faculty member assigned by the IB Coordinator to mentor, advise and coach the IB Student.
13. *Honor Code Violation* - any action or omission by a student that constitutes a violation of the terms of this document.
14. *Accuser* – the person submitting the written allegations of honor code violation.
15. *Accused student* – the student against whom written allegations have been received by the IB Coordinator.

### Article IV. CODE OF STUDENT CONDUCT

- Section A.** IB and SEHS Pre-IB students shall pursue their academic, interpersonal, and extracurricular school affairs with a paramount regard for personal responsibility, integrity and diligence.
- Section B.** Failure to adhere to the standards set forth in this article shall constitute an honor code violation and shall result in corrective and/or disciplinary actions as prescribed in Article VI.
- Section C.** It shall be the student's responsibility to determine if any action he/she takes violates the provisions of this honor code. It is the student's responsibility to ensure that he/she comprehends the parameters and directions of any assignment. Failure by the student to determine the acceptable procedures for any assignment shall not be an acceptable defense against an allegation of honor code violation. The student is directed to the following

persons, in the order prescribed, for advice regarding the appropriateness of any anticipated actions or the resolution of possible conflicts: the student's teacher, the IB Coordinator, the Principal of Southeast High School.

**Section D.** The commission of any of the acts within this section shall constitute an honor code violation. Other acts or omissions that, in the judgement of the IB Honor Council, demonstrate a lack of personal integrity or indifference to the rights, integrity or property of others shall also constitute an honor code violation. The following acts shall constitute a violation of the honor code:

1. Plagiarism -- the submission of material (i.e., information, facts, examples, ideas, quotations, photographs, charts, graphs, diagrams, or other forms of communication), whether it has been reworked or copied, inappropriately obtained from other people or sources, or appropriately obtained without appropriate documentation of the source(s). Such documentation might include, but not be limited to, quotation marks, parenthetical notes and/or footnotes, bibliography or list of works cited.
2. Plagiarism is a serious offense, regardless of the nature or perceived importance of the assignment.
3. Cheating – the unauthorized giving or receiving of information on any assignment, project, lab, quiz, test or exam.
4. Collusion – the failure to report any honor code violation of which the student becomes aware.
5. Inappropriate behavior – any act or omission for which the *prescribed* punishment is suspension from school or expulsion.
6. Filing of a false allegation – the filing of a false allegation by a student shall constitute an honor code violation, if the student knew or should have known that the allegation was false prior to submission of the allegation.
7. Discussion of any *alleged* honor code violation with students or teachers not directly involved in the alleged incident.

**Section E.** The above list of infractions is not intended to be all-inclusive.

**Section F.** The provisions of this Honor Code shall be in addition to the provisions of the school disciplinary procedures. No provision of the Honor Code shall be interpreted to preclude the enforcement of other school disciplinary policies or procedures.

## Article V. IB HONOR COUNCIL

### Section A. Membership and Officers

1. The honor council shall consist of seven teachers of Southeast High School, four from the IB Program and three from outside the IB Program, and the IB Coordinator (or designee) and an Assistant Principal. The IB teachers on the honor council shall be elected by the IB Staff at their first meeting of each school year. The non-IB teachers shall be elected at a monthly faculty meeting prior to the end of the first grading period of the year. Alternate teachers shall be appointed to the council by the principal as required.
2. Each member shall serve until the election or appointment of his/her replacement the following school year.
3. The honor council may not vote in the absence of a quorum; a quorum shall consist of four voting members.
4. The honor council shall be chaired by the IB Coordinator, who shall not vote, except in the case to make or break a tie.
5. The IB Coordinator shall provide a recording secretary, who shall have responsibility for maintaining a confidential record of the proceedings and votes of the council.
6. At the first IB Faculty meeting of each year, the IB Coordinator shall appoint the IB Coordinator Designee.

7. A meeting of the Honor Council may be scheduled to discuss procedural matters. Such meeting shall be scheduled at the discretion of the IB Coordinator, or within five school days upon the written request of two Honor Council members.

## Section B. Process and Procedures

### 1. Allegations

- a. Any teacher, administrator, student, or other school staff member or employee may file an allegation of honor code violation.
- b. An allegation of honor code violation shall meet the following requirements:
  - i. The allegations shall be submitted on an approved form prepared by members of the Honor Council. All members of the Honor Council shall keep blank copies of the form to make available to persons who intend to file an honor code violation allegation.
  - ii. The allegation may be submitted to any member of the IB Honor Council.
  - iii. If the allegation is submitted to a member other than the IB Coordinator, the member receiving the allegation shall deliver it to the IB Coordinator or designee within two school days after it has been received.
  - iv. The allegation form must be signed and shall include the following statement: "The allegations in this document are true and complete to the best of my knowledge. I have not withheld any pertinent information, nor have I presented information in a manner that would lead the reader to draw inaccurate conclusions. I am aware that the presentation of false allegations against a student by another student is, in itself, an honor code violation."
  - v. The allegation shall contain a statement of the specifics of the alleged honor code violation and other pertinent information such as date, time, period, class and potential witnesses.
  - vi. If the allegation involves plagiarism, a sample or summary of the plagiarized material shall be attached. Citation(s) for the original material from which it was allegedly plagiarized shall also be attached.
  - vii. The student's work in question shall be submitted to the IB Coordinator at least five days prior to the Honor Council hearing. This evidence shall be available for examination or copying by the accused student, the accused student's parent or any member of the Honor Council. The evidence shall remain in the possession of the IB Coordinator until after final disposition of the allegation by the Honor Council, upon which time it shall be returned to the person who submitted it.
  - viii. The allegation shall not include personal opinions or other statements not pertinent to the allegations.

### 2. Notification

- a. Within five school days of the allegation, the IB Coordinator (or designee) the IB Coordinator (or designee) shall make copies of the written allegation and distribute them to the accused student and his/her parent/guardian, the student's IB coach, the involved teacher, and each member of the honor council. It shall not be the duty of the accuser to inform the accused student or the accused student's parent or guardian of the honor code process. The accuser, if a Southeast High School staff member, shall complete other actions in accordance with the school's code of student conduct. This shall not prohibit the accuser from contacting the accused student's parent or guardian, if the accuser is the teacher involved.
- b. Within two school days after receipt of the written allegation by the student, he/she shall submit either a written *admission* or *denial* of the allegations. Failure to submit a denial within two school days shall constitute an *admission* by the student. Absence from school shall not constitute an adequate defense for failure to submit a denial. Copies of the student's denial or admission shall be distributed to all involved parties by the IB Coordinator within three school days of its receipt. If an admission is submitted by the student, a hearing shall not be required and the IB Coordinator shall take action as prescribed in Article VI.
- c. If the student denies the allegations, the IB coordinator shall schedule a hearing before the Honor Council. The hearing shall take place within ten school days of notification of the written allegation according to Article V, Section B, 2(a). Upon request from the accused student's parent or guardian, the Honor Council may schedule the hearing after ten school

days, but not later than fifteen school days. Extension of the hearing date shall require a two-thirds majority vote of the Honor Council. Failure of the accused student to attend a hearing shall constitute an admission of the allegation. The following parties shall be notified by the IB coordinator of the time, date and location of the hearing: the accused student, the accused student's parent or guardian, the accuser, the student's IB coach, any involved teacher, and the members of the honor council.

- d. Allegations of honor code violation are considered confidential. The identity of any accused student shall not be revealed to any non-affected party until the allegations are admitted or a determination of fact has been made by the honor council.
- e. Neither the accuser nor the accused student shall make any attempt to contact the members of the honor council for the purpose of influencing the outcome of the hearing.

### 3. Hearing

- a. It shall be the role of the IB Coordinator (or designee) to facilitate the process and assist all parties with proper procedure; therefore, it is imperative that the IB Coordinator maintain impartiality. If the impartiality of the IB Coordinator is called into question by any involved party, the honor council shall elect a temporary chairperson to replace the IB Coordinator.
- b. Procedural questions shall be resolved in accordance with *Robert's Rules of Order*.
- c. The accuser shall not serve on the honor council during the hearing.
- d. The accused student shall have the right to be accompanied by any or all of the following persons during the hearing: a parent or guardian, and/or the student's guidance counselor.  
The hearing agenda shall proceed as follows:
  - 1. Statement by the accuser
  - 2. Statement by the accused student
  - 3. Statement by the accused student's parent or guardian
  - 4. Statement by witnesses
  - 5. Questioning of the two parties and witnesses by the council members;
  - 6. Private deliberation and vote of the council;
  - 7. Announcement of the council's decision.
- e. The involvement of the accused student's parent or guardian and witnesses shall be limited to the statement in (iii) above and questioning by the Honor Council members. The honor council shall vote to determine if the allegation of honor code violation is "supported" or "not supported." A simple majority vote is required to support the allegation.
- f. All comments and questions shall be limited to the scope of the allegation.
- g. The finding of fact by the honor council is not subject to rehearing. A finding that the allegation is *not supported* shall relieve the student from any further consequences as outlined in the Honor Code. It shall not relieve the student from other consequences resulting from the school's discipline policy or student code of conduct. These are separate procedures and shall be conducted independently.
- h. A student may appeal to the principal if he/she believes that a procedural error had occurred. The appeal shall be in writing, shall be submitted within three school days of the Honor Council's decision, and shall state which articles and sections of the Honor Code were violated. The principal shall investigate the complaint and inform the IB Coordinator within five days of his/her findings regarding the alleged procedural violation. The principal's investigation shall include consultation with the Honor Council members.
- i. If the principal finds that no procedural error occurred, or that the error was of such a minor nature that it was inconsequential to the Honor Council's decision, he/she shall uphold the findings of the Honor Council.
- j. If the principal determines that a procedural error has occurred, the Honor Council shall meet within three days to determine if a rehearing shall be scheduled. If the Honor Council decides to rehear the allegation, the process shall recommence at the point where the procedural error occurred. The process shall recommence within five school days.

## Article VI. IB CORRECTIVE ACTIONS

### Section A. Responsibility for implementation

1. After a determination that the allegations are supported, it shall be the duty of the IB coordinator to institute corrective action within five school days.
2. Any deviation from the honor code procedures must be approved by a two-thirds majority vote of the honor council.

### Section B. Corrective Actions

1. The purpose of corrective actions for a first-time violation of the honor code shall be:
  - a. to assist the student in preventing further incidents of honor code violation;
  - b. to create a deeper appreciation of the importance of honesty in protecting the integrity of the IB Program;
  - c. to create an awareness within the student that dishonorable actions affect the reputation of the school and the IB Program, and that they often create an unfair advantage between the violator and the other IB students; and
  - d. to enable the student to carry out his/her assignments with responsibility, honor and integrity.
2. Upon a finding that a student has violated the honor code for the first time, the IB Coordinator (or designee) shall ensure the initiation and timely completion of the following actions:
  - a. The student shall be notified in writing:
    - 1) of the honor council's finding; and
    - 2) that the student must meet with the IB Coach to develop a plan of action to prevent further incidents of violation.
  - b. The student shall receive a citizenship grade of "3" in the class, if the violation involved a classroom incident.
  - c. The student's teachers, IB coach, guidance counselor, and the National Honor Society advisor shall be notified of the council's finding.
  - d. If the violation involved *cheating* or *plagiarism*, the student shall receive no credit for the assignment. The student shall not have the opportunity to re-do the assignment or receive extra credit for the remainder of the course.
  - e. The student's IB Coach will meet with the student to develop a written strategy for meeting the goals outlined in Article VI, Section B (1). The written plan shall be submitted to the IB Coordinator within ten school days after the honor council hearing. The coach shall help the student identify the circumstances that resulted in the bad choice and assist him/her in developing strategies to effectively deal with these circumstances in the future. The coach shall monitor the student's progress and performance until completion of the requirements of Article VI, Sections B 2(e) and (f). Failure to meet with the IB Coach at an established appointment time shall constitute a violation of the honor code, unless prior written consent of the IB Coach is obtained. The IB Coach shall not excuse the student's absence from more than one meeting per month. The frequency of the required meetings shall be determined by the student's IB Coach.
  - f. The student shall write a letter of apology to any person suffering harm as a result of the violation, indicating what steps have been taken to ensure that the violation will not occur again. The letters shall be reviewed by the IB Coordinator and the IB Coach and delivered by the student to the affected parties within 20 school days of the honor council hearing.
  - g. Failure to meet any of the probationary requirements within the prescribed time periods shall constitute a violation of the honor code.
  - h. The probationary period shall end one academic year from the date of the honor council's finding if no further incidents of Honor Code violation have occurred.
3. The purpose of corrective actions for a second-time violation of the honor code shall be:
  - a. to establish the serious nature of the student's repeated actions of a dishonorable nature;
  - b. to create an awareness within the student and the parent(s) that further dishonorable actions shall result in the student's removal from the SEHS Pre-IB or IB Programs.
4. Upon a finding that a student has violated the honor code for the second time, the IB Coordinator (or designee) shall ensure the initiation and timely completion of the following actions:
  - a. A disciplinary referral shall be written and submitted; and

- b. shall receive a citizenship grade of “3” in the class, if the violation involved a classroom incident; and
  - c. the student’s teachers, guidance counselor, and the National Honor Society advisor shall be notified of the council’s finding and that the student is on probationary status; and
  - d. if the violation involved cheating or plagiarism, the student shall receive no credit for the assignment. The student shall not have the opportunity to re-do the assignment or receive extra credit for the remainder of the course; and
  - e. the student shall complete a written assignment of 500 words, detailing the causes and effects of the specific violation. The assignment shall discuss the effects of the violation on 1) the individual student, 2) other IB students, 3) the IB Program, 4) the school, and 5) the IB Programme. Successful completion of this requirement shall be determined by the IB Coach and IB Coordinator. If the IB Coach and IB Coordinator do not agree that the assignment adequately fulfills the requirements, the assignment must be re-done until the IB Coach and IB Coordinator agree that the requirements have been met. The assignment shall be completed within 40 school days after the honor council hearing; and
  - f. the student shall write a letter of apology to any person suffering harm as a result of the violation, indicating what steps have been taken to ensure that the violation will not occur again. The letters shall be reviewed by the IB Coordinator and the IB Coach and delivered by the student to the affected parties within 20 school days of the honor council hearing; and
  - g. a conference shall be held between the student, the parent(s), the IB Coordinator and the student’s IB Coach. The purpose of the conference shall be to acknowledge in writing that any further incidents of Honor Code violation will result in the student’s removal from the IB or Southeast High School Pre-IB Programs.
5. Upon a finding that a student has violated the honor code for the third time, the student shall be dismissed from the IB Program unless a period of more than two calendar years has expired since the student’s first offense. In this event, the honor council may, but is not obligated to, determine a less severe penalty for the student based upon the nature and severity of the offense.

## **Article VII. AMENDMENT OF THE HONOR CODE**

### **Section A. Proposals for Amendment**

1. Amendments of the Honor Code may be proposed by an IB Staff member or member of the Honor Council.
2. The proposed amendment shall be submitted to the IB Coordinator (or designee) in written format, including the article and section number(s) to be amended or added.
3. The proposed amendment shall be disseminated to the IB Staff and members of the Honor Council within one week of receipt by the IB Coordinator.
4. Within two weeks of receipt of the amendment proposal, the IB Coordinator (or designee) shall present the proposed amendment at the next regularly-scheduled meeting of the IB Staff, including the members of the Honor Council, for the purpose of voting on the proposed amendment. For the purpose of amendment of the Honor Code, a quorum shall consist of a total of twelve IB staff and Honor Council members.
5. A proposed amendment receiving a two-thirds vote of the IB staff and honor council members present at the meeting shall become adopted as a part of the Honor Code.
6. The adopted amendment shall be effective immediately.
7. IB Students and IB Staff shall receive a copy of the page(s) containing the amended section(s) of the Honor Code within fifteen school days. IB Students and IB Staff shall replace the invalid page(s) with the amended page(s).
8. Non-IB Staff shall be made aware that the Honor Code has been amended and shall be provided a copy of the change upon request.

My signature below indicates that I have received, read, understood and accepted the attached International Baccalaureate Program Honor Code.

I have also noted and do understand the rules on copyright relating to students' materials submitted to IBO as provided under article 3 of the general guidelines.

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Name of Student

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Signature

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Signature of Parent/Guardian

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Date

Please return to Mrs. Kathy Grim **no later than September 11<sup>th</sup>, 2020.**

**E-Learners:** Please complete, scan & send to:

[grimk@manateeschools.net](mailto:grimk@manateeschools.net)