

The Lexington Catholic High School Honor Code

I. Mission Statement of the Honor Code

To Educate and promote integrity in the Lexington Catholic High School community.

II. Honor Pledge

Upon enrollment at Lexington Catholic High School, each student must take a pledge to abide by the Honor Code. **They will receive a copy of the Honor Code, and will sign a statement agreeing to its policies.** Faculty members will also be asked to take this pledge. Students will repeat the pledge at the beginning of each school year.

Honor Pledge: "As a member of the Lexington Catholic High School community, I pledge to uphold a high standard of integrity and honor by neither giving nor receiving any unauthorized aid in all academic settings. I agree to all standards set forth by the Lexington Catholic High School Honor Code."

III. Duties of the Honor Council

1. Honor Council members will work to educate the school about integrity, and will promote the ideals of the Honor Code.
2. At the end of the school year, the Honor Council members will vote for one Senior (of those who are already on the Council) to be the Chairperson. This person will serve as the chief administrator for all activities of the Honor Council and will preside over all meeting and hearings that come before the Council.
3. If any accusation of an Honor Code violation is made, the Honor Council will hold hearings to hear evidence about the situation, and discuss and vote on what, if any, consequences should be recommended to the Dean of Students.

IV. Selection of Honor Council Members

1. There are twelve students on the Honor Council, three from each grade.
2. Each teacher will be asked towards the end of the school year to nominate students for each grade.
3. Based on these teacher recommendations, **the faculty sponsor for the Honor Council** will select six candidates with the most nominations from each grade. Considerations that will be taken into account for removing nominated students from the ballot include, but are not limited to:
 - A reason to suspect that the nominated student does not exemplify the standards set out by the Honor Code.
 - A reason to suspect that the student will not fairly and impartially decide on cases that may come before him/her on the Honor Council.
 - A reason to suspect that the appointment of the nominated student will jeopardize the legitimacy of the Honor Council.
4. Alternates for each grade will also be selected by the faculty sponsor based on the number of teacher recommendations.

5. The faculty sponsor will submit the six students from each class to the Principal and Dean for approval. If there are any objections, alternates will be placed on the ballot.
6. Students chosen to be placed on the ballot will be notified of their selection, and can decide whether or not they accept their position on the Honor Council. If a student does not accept, alternates will be used.
7. Each class will then vote for three representatives on the Honor Council. Each student will have the opportunity to vote for three of the six students on its class ballot.
8. The faculty sponsor will count the ballots and announce the results to the administration, faculty, and student body.
9. Once the Honor Council members have been chosen, they will take the following oath, which will be administered by the **faculty sponsor**: “I hereby promise to uphold the standards set forth by the Lexington Catholic Honor Code. As a member of the Honor Council, I will always act fairly and impartially, and will seek to promote honor and integrity throughout the Lexington Catholic community.”
10. All discussions of the selection process will be done in confidentiality, and will not be discussed with anyone other than the Principal and Dean during or after the selection process.
11. Honor Council members from the Freshman class will apply at the beginning of the school year. Applicants will write a paragraph about integrity (specific prompts may be chosen by the faculty sponsor), and will also submit their course schedule. The faculty sponsor will choose the three students to recommend to the Principal (along with alternates) based on the writing sample, and any discussions with the students’ teachers. The faculty sponsor may use outside readers to determine recommendations. The faculty sponsor may also choose to conduct interviews if necessary. This process will be completed within one month of the start of school.
12. If, at any time, a member of the Honor Council is found guilty of an Honor Code violation or are suspended from school, they will be immediately dismissed from the Council. They will be replaced by appointment and confirmed by the Principal.
13. A member of the faculty, selected by the principal, will serve as faculty advisor for the Honor Council. They will sit in on all meetings and hearings and will assist as the Honor Council sees necessary. They will also conduct faculty and student interviews prior to hearings, as well as acting as liaison between the Council and outside parties. The faculty advisor may take part in discussion, but may not vote on any recommendations. They are also held to confidentiality in all matters discussed by the Honor Council.

V. Hearings before the Honor Council

1. Any teacher or administrator must report any potential Honor Code violations to the Honor Council. They may do this through a form which will be provided by the Honor Council and will be easily available. On this form, teachers will give a

- description of the violation, a recommendation for the consequence, and any other important information they wish to include.
2. Any reported Honor Code violations must come before the Honor Council for a hearing within one week of submission of the Honor Code violation form, or as soon as possible.
 3. Students may attend their hearing and make any necessary statements to the Honor Council.
 4. Teachers who report the violation or anyone else who witnessed the incident may come to the hearing to testify if necessary.
 5. Violations must be reported within 2 weeks of the turn in date for the assignment.
 6. Honor Council members may ask questions of those who testify.
 7. After all evidence has been heard, the Honor Council will meet in private to discuss the case.
 8. Honor Council members who are in the accused student's grade, or who have a relationship with the accused student that cannot allow them to make an impartial judgment, may take part in the discussion, but may not vote.
 9. In order to determine that a violation of the Honor Code has occurred, a majority must be reached by voting members of the Honor Council.
 10. If a violation is determined, the Honor Council will then discuss and vote on the consequence(s) that should be recommended to the Dean of Students.
 11. These verdicts and recommendations will be kept on record.
 12. The Dean of Students will review the recommendations of the Honor Council and will carry out the needed course of action.
 13. All discussion inside the Honor Council hearings and all votes are to be kept confidential, and are not to be disclosed with anyone other than the Principal and Dean.

VI. Recommended Consequences for Honor Code Violations

1. Some possible violations of the Honor Code include, but are not limited to: copying homework, allowing someone to copy homework, using unauthorized materials for a test, getting unauthorized information about a test in advance, giving unauthorized information about a test in advance, copying on a test, allowing someone to copy on a test, plagiarism of an entire paper, plagiarism of part(s) of a paper.
2. The Honor Council is not required to follow any strict guidelines in recommending consequences for Honor Code violations. They may consider the circumstances and other various factors surrounding situations. Also, if the student is a repeat offender of the Honor Code, past cases may be taken into account. However, they will attempt to maintain a certain level of continuity in their recommendations.
3. The Dean of Students will oversee all consequences, and will ensure that everything is done by the deadline(s) set by the Honor Council.
4. If a student does not fulfill his/her consequence(s) by the stated deadline, it will be cause for further sanctions.

VII. Honor Code Amendment Process

1. If there is a need to change the Honor Code, a proposal may be submitted to the Dean of Students by an Executive Student Council Officer, by the Chairperson of the Honor Council, or by the Faculty Sponsor of the Honor Council.
2. The amendment must then be approved by the Principal and Dean of Students.

I have read the LCHS Honor Code and fully understand it. Therefore, I pledge to abide by both the spirit and the letter of the LCHS Honor Code and to promote academic integrity through my words and deeds.

Printed Name

Signature

Date