



HONOR AT THE UPPER SCHOOL

A fundamental tenet of our HPA Upper School community is that students and adults will conduct themselves honorably. Too often in life, shortcuts are taken, shortcuts in which advantage is sought in less than honorable fashion. The “little” lie, the “parsing” of words in an effort to mislead or tell half of the truth, the shirking of responsibility, the self-absorption evident in the feeling that rules and laws are for others, but not for “me”—these are increasingly commonplace occurrences in both juvenile and adult life.

At HPA, we aim to foster positive moral and spiritual growth in our students. We expect our students and our students’ parents, guardians, and caregivers to join us in this mission. Respect for Honor (which is accorded capital “H” status here at HPA) and an appreciation of personal integrity are central to this mission.

THE HONOR CODE AND HONOR PLEDGE

Our Honor Code is simple and direct:

Mutual trust and honorable behavior are foundations for the concept of “community.” HPA desires to be a learning community in the truest sense. To promote trust, honor, and, therefore, community, I will not lie, steal, or cheat and will not support such behavior in other HPA students.

Our Honor Pledge—which must be handwritten in full on every test or other assignment in which a student’s work product is expected to be his/hers alone—also is simple and direct:

I have neither given nor received any unauthorized aid on this exam (or quiz, paper, or other work expected to be the student’s own).

Signature of Student & Date

HONOR SYSTEM PERSONNEL AND PROCEDURE

- *Accused:* Student committing offense.
- *Advisor:* Supports student in process and communicates with parent.
- *Department Chair:* Receives initial accusation/offense and reports to Dean of Students Mr. Fred Wawner.
- *School Representative:* Mr. Wawner - Interviews and investigates report.
- *Honor Coordinator:* Upper School Principal Mr. Mark Noetzel - Collaborates with School Representative to decide path of case.
- *Honor Committee:* Selected faculty chair and four faculty members, four selected students from the tenth, eleventh, and twelfth grade classes who are nominated by class deans and selected by the Headmaster.
- *Headmaster:* Headmaster Mr. Lindsay Barnes makes final decision on Honor Committee recommendations.

THREE-TIERED APPROACH TO PROCESS AND PROCEDURES

SITUATION 1: This is the Accused’s *first alleged Honor Code infraction* in the current academic year. If the allegation is found to be true after investigation by the School Representative, the *minimum disposition* to be imposed by the School Representative will be as follows:

- Zero received by the Accused on the assignment in question.
- Apology made by the Accused to the school community.
- Notice of Infraction Report prepared and circulated to appropriate school officials, advisor, and parents.

SITUATION 2: This is the Accused’s *second alleged Honor Code infraction* and the accused has been found to have committed an earlier Honor Code infraction during the current academic year. Following investigation by the School Representative and a hearing before the Honor Committee, if the allegation is found by the Honor Committee to be true, the *minimum disposition* to be recommended by the Honor Committee and imposed by the Headmaster after being so notified shall be as follows:

- Zero received by the Accused on the assignment in question.
- Notice of Infraction Report distributed to appropriate school officials, advisor, and parents.
- Suspension of the Accused from school (periods of suspension to be determined on a case-by-case basis).
- For any Grade 11 or Grade 12 Accused, suspension to be noted on the Accused’s HPA transcript and Notice of Infraction Report forwarded to the College Counseling Department.
- Completion in a timely fashion by the Accused of the Academic Integrity Seminar (academicintegrityseminar.com).
- Apology made by the Accused to the school community after suspension is served.

SITUATION 3: The Accused has *committed two prior Honor Code infractions* in the current academic year. The Accused is then *charged with a third Honor Code infraction*. If, following an investigation by the School Representative, he determines that the pending allegation is true, the Accused may be extended as a courtesy an *opportunity to withdraw* from HPA within such period of time as the School Representative may determine. If the Accused withdraws under this circumstance, “*withdrawal during investigation of alleged Honor Code violation*” may be noted on the Accused’s official HPA transcript, and appropriate school officials, the Advisor, and the parents shall be so notified. If the Accused elects not to withdraw, the matter shall then proceed to an *Honor Committee* hearing or, at the discretion of the School Representative, to a hearing before a *panel* consisting of the Upper School principal and two senior school personnel. If the allegation is then found to be true, it shall be reported by the hearing body to the Headmaster, where *expulsion will be probable* and with “expelled due to repeated violation of the Honor Code” to be the probable notation on the Accused’s official HPA transcript.

“He has honor if he holds himself to an ideal of conduct though it is inconvenient, unprofitable, or dangerous to do so.”
-Walter Lippmann, 20th Century Pulitzer Prize Winner

We endeavor to promote honorable behavior among those who live, work, and study at HPA. A community founded on honorable principles will be a strong community. And why? Because Honor promotes trust, and trust is the glue that holds communities together, just as trust and love hold families together."
-Headmaster Lindsay R. Barnes, Jr.

WHY AN HONOR CODE?

Our Honor Code applies both in the classroom and in all areas of HPA life. In addition to acting honorably themselves, we also encourage our students to report suspected breaches of the Honor Code by any other HPA student. This encouragement helps to promote a way of living and learning in which everyone understands and respects the centrality of Honor. Stated in another way, a strong and well-supported Honor System is perhaps the major factor in the promotion of community trust and individual self-esteem, traits that characterize the most successful and noble independent schools.

CORE VALUES NEEDED TO MAKE THIS WORK!*

HONESTY: An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.

TRUST: An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.

FAIRNESS: An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators.

RESPECT: An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.

RESPONSIBILITY: An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing.

* Kibler, W. L. (2002). *Promoting Academic Integrity at Southwest Texas State University*. [PowerPoint slides]. Retrieved from: uweb.txstate.edu/~sw05/Presentation.ppt

PLAGIARISM

What is citation? A "citation" is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again, including:

- Information about the author
- The title of the work
- The name and location of the company that published your copy of the source
- The date your copy was published
- The page numbers of the material you are borrowing

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

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PLAGIARISM TASK FORCE

A sub-committee of our Honor Committee will be dealing directly with questions of Plagiarism. The first objective of this sub-committee will be to determine the cause of the violation and then to prescribe possible solutions. Some possible recommendations will be: Writing Lab, X-Block tutorial, Rewrite, Ethics seminar, Source seminar. Heading this task force will be Mrs. Inman.

FREQUENTLY ASKED QUESTIONS ABOUT THE HONOR SYSTEM

Q: For the same infraction, is everyone treated exactly the same in terms of disposition?

A: Not necessarily. Extenuating circumstances can, and do, affect outcomes of Honor investigations. No two factual situations and no two accused students are ever exactly alike.

Q: What does "beyond a reasonable doubt" mean?

A: "Beyond a reasonable doubt" means that a person of reasonable intelligence is satisfied to a near certainty that an offense occurred as alleged.

Q: What happens if someone testifies falsely in an Honor Committee hearing?

A: Lying to the Honor Committee itself is regarded as an extremely serious and separate Honor Code offense, an offense punishable by a

range of penalties, including expulsion.

Q: What happens if a student prefers someone other than the advisor to represent the student in an Honor Committee hearing?

A: Another full-time HPA faculty member may represent the student, provided this individual agrees to do so.

Q: What about the information produced at an Honor Committee hearing? Who gets to know the whole story?

A: All those who participate in Honor Committee hearings shall keep testimonial and other evidence, deliberations, and recommendations strictly confidential. The only people who will be present throughout an entire Honor Committee hearing are the members of the Committee, the

student who's been accused of an Honor Code infraction, his/her faculty Advisor (or additional faculty representative, when applicable), and the School Representative. At the end of the hearing process, only the Headmaster may decide what information to release to the general school population and the phrasing used in any such notice.

Q: Where can I find more information about the Honor Process at HPA?

A: The 2011-2012 Student/Parent Handbook

Q: Is there an appeal process?

A: Yes, but a student must be able to present new evidence that was not presented in the first hearing. The Assistant Headmaster presides over the appeal process.



Student Name: _____ Grade: _____

Advisor: _____

As a community and in the spirit of living honorably each day during the 2011-2012 academic year, we individually pledge to uphold the standards set in place by our honor system. By signing the pledge below, you understand the expectations and procedures involved in HPA's learning community and agree to live by these standards.

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