



Menaul School
2019-2020

Academic
Code of Honor

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Why is there an Academic Code of Honor?

Menaul School is a scholarly community in which faculty and students share knowledge, ideas, and creative works. Menaul's Academic Code of Honor expresses our common commitment and moral responsibility to represent accurately and to acknowledge the contributions of every individual.

The purpose of the Academic Code of Honor is to help students develop habits of moral character. Both students and faculty share in the responsibility for cultivating a learning environment where the thoughts and creativity of each individual are evaluated in a fair and reasonable manner.

This handbook describes the standards of personal academic conduct that all Menaul students pledge to follow and also outlines the detailed set of procedures by which violations of the Honor Code are adjudicated.

Every Menaul student is expected to make the ethical and moral commitment to act honestly and to not tolerate academic dishonesty on the part of other students. Each student must commit to this guide and vow to uphold the honor code and its implications.

Code of Honor Violations

Cheating

Examples of cheating include but are not limited to:

- Copying or allowing others to copy information from someone else's work, test paper, homework, electronic information, etc.
- Using unauthorized materials and methods including the use of study aids, cheat sheets, notes, books, formulas or information in calculators/computers, electronic information, cell phone or other forms of electronic communication, or other sources.
- Having unauthorized prior knowledge of examination including sharing or receiving test information from students taking the same class.
- Choosing to be absent on the due date of a project, paper, quiz, or test.
- Submitting the same work to more than one teacher for class credit without prior approval.
- See [Section 8: Student Conduct](#) of the Menaul Student and Faculty Handbook for a more complete description of academic dishonesty.

Code of Honor Violations

Plagiarism

Examples of plagiarism include but are not limited to:

- Copying and/or cutting and pasting information from a webpage into a paper or presentation without proper citation.
- Passing on other's work as your own without proper citation
- Using images from electronic or print sources without proper citation.
- Using unauthorized translation services or devices
- See [Section 8: Student Conduct](#) of the Menaul Student and Faculty Handbook for a more complete description of academic dishonesty

Code of Honor Violations

Fraud

Examples of fraud include but are not limited to:

- Attempting to pass off someone else's artwork, writing, technology, or product as your own.
- Purchasing, selling, or bartering for an assignment from another person or technological resource.
- Falsifying scientific information or other data submitted for academic credit.
- Forging of signatures.
- Tampering with official records.
- See Section 8: Student Conduct of the Menaul Student and Faculty Handbook for a more complete description of academic dishonesty.

Code of Honor Violations

Improper Electronics Usage

Examples of improper electronics usage include but are not limited to:

- Accessing websites deemed not school appropriate
- Downloading non-academic content
- Sharing improper images, documents, content etc. through email or airdrop
- Using phones during school hours without prior approval
- Producing any electronic content, during school hours or not, that is deemed unacceptable by Menaul's community standards
- See Section 8: Student Conduct of the Menaul Student and Faculty Handbook for a more complete description of academic dishonesty

What happens if a student violates the Academic Code of Honor?

Menaul School's core values include "Diversity, Respect, Intellectual Curiosity, Responsible Leadership, and Spiritual Growth." As a school, we hold these values to be important aspects of learning with integrity.

Anyone who commits act(s) of cheating, plagiarism, fraud, or improper electronics usage is subject to punishment varying per offense. Likewise, any student or faculty member that witnesses or hears of such acts is obligated to report it to the appropriate school authority. This is all in an effort to build a community that is Trustworthy, Honest, Respectful, and Honorable.

Student(s) in question for breaking any of the guidelines listed on the previous pages will be brought to the appropriate authority and subjected to the following disciplinary actions. Each new offense brings on new levels of punishment agreed upon with Menaul's administration.

Consequences for Code of Honor Violations

Students who commit any of the offenses listed on the previous pages are subject to the Menaul School Discipline Ladder (see pages 36 in the Student/Family Handbook):

- 1) Initial Honor Code violations will be communicated to the student's family as well as the administrators who are involved in the discipline process. The appropriate Division Head or Dean, in conjunction with the teacher involved, will determine an appropriate response, with the goal of helping the student engage in more productive behavior
- 2) Upon notification of a second Honor Code violation, the appropriate Division Head or Dean will organize a family conference. During this conference, the administrator, teacher, and family will determine what an appropriate consequence will be.
- 3) A third referral to the discipline process during the same school year will result in a day or days of suspension (in school or out of school), and the construction of a Behavior Contract to lay out the parameters for the student's continued enrollment at Menaul School.

A Behavior Contract sets out, in writing, clear expectations for student behavior and the consequences if those expectations are not met. The term of the Behavior Contract will be clearly stated within it, and may run as long as two semesters. A second family meeting will take place to discuss the Behavior Contract before the student can return to school.

- 4) A fourth referral to the discipline process during the same school year will require the student to appear before the Discipline Committee. The Discipline Committee will make recommendations for additional consequences for behavior modification, which MAY include separation from the school.

For a complete discussion on the Discipline Committee, who it's composed of and how it operates, please see page 37 of the Student/Family Handbook.

Student Pledge

As a member of the Menaul School community, I will not participate in or tolerate academic dishonesty.

I, _____, hereby agree to uphold the values of Menaul School in both my academic and non-academic life, and agree to follow through with and accept all responsibility if I break any of the guidelines listed in this Academic Code of Honor.

Date: _____

Parent/Legal Guardian Signature:

Student Signature:



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