



Stockton Early College Academy Honor Code

Article I Purpose and Scope

The purpose and scope of the Honor Code of SECA shall be:

- to foster an atmosphere of mutual trust and interdependence among students, faculty, and parents;
- to encourage both individual self-respect and the appreciation of, and respect for, diversity within both the SECA and college communities;
- to promote honesty, integrity, respect for diversity, and individual human dignity among the student body; and
- to reinforce the ongoing commitment of the Stockton Unified Early College Academy to rigor, achievement, and excellence in all academic areas.

Each student, upon acceptance to the Stockton Unified Early College Academy, and, by virtue of that acceptance, shall automatically ascribe to both the Honor Code and Academic Integrity Mandate.

The Honor Code of the Stockton Unified Early College Academy

“As a responsible member of the student body of Stockton Unified Early College Academy, I realize that everything I do and say must be above reproach. I will be honest with myself and with others, and I will practice appreciation of, and respect for, diversity within both the SECA and collegiate communities. I will refrain from all acts of dishonesty and intolerance, and I will not accept those acts from others. I will actively encourage my fellow students to follow the highest standards of both personal integrity and academic excellence.

I recognize that attending SECA is a privilege not to be taken lightly, and that we, as a school family, are guests of our college host. Accordingly, I must, therefore, conduct myself appropriately at all times and in all situations, both on and off campus.

I understand that my enrollment at the Stockton Unified Early College Academy gives expressed, and implied, consent to be governed by the Honor Code of SECA. I, and my parents/guardians, formally acknowledge our assent by my acceptance into, and attendance at, the Stockton Unified Early College Academy. I also understand that, should I be accused of any Honor Code violation, the Tribunal will provide me a hearing and ability to either right the

wrong I have committed, or, with permission from the Principal, provide me with an appropriate punishment, up to and including removal from the school.”

Article II

The Academic Integrity Mandate of the Stockton Unified Early College Academy

All academic work at the Stockton Unified Early College Academy is done under the auspices of the school’s **Academic Integrity Mandate (AIM)**, which is implicit on all written work done by SECA students, both in high school and college classes. The student's name on any written assignment, research paper, or exam indicates that he or she claims the work as his/her own. For cooperative work to be acceptable under the SECA Academic Integrity Mandate, a SECA or college faculty member must specifically allow such collaboration. In the absence of that allowance, the student is to assume that he or she must work individually. *A violation of the SECA Academic Integrity Mandate is a violation of the SECA Honor Code.*

Academic Integrity Mandate:

“On my honor, I have neither given nor received any unauthorized help, aid, or assistance on this assignment, paper, research, or exam, nor am I aware of any breach of the Honor Code of Stockton Early College Academy by either myself or other SECA students with respect to this assignment, paper, research, or exam.”

Article III

Expectations of Honor

The following constitute expectations of a SECA student:

I shall not lie.

Lying means to create, or attempt to create, a false or misleading impression by making untrue or misrepresentative statements, oral or written, which are intended to deceive. Lying includes maintaining silence, or failing to immediately correct a situation when a student is confronted with, or aware of, a known lie, falsehood, or incorrect, untruthful, or partially truthful information. *For the accused to lie and/or withhold information from the Tribunal in regard to a case will constitute a separate, extremely severe, Level 2 violation of the Honor Code.*

I shall not cheat.

Cheating means to intentionally distort or represent someone else's work as one's own without a teacher's authorization to do so, or to willfully use unauthorized material during a quiz, test, examination, or to allow another student to use one's work as his/her own. Cheating may consist of any of the following:

Copying involves the willful use of (a) one’s own material, (b) another’s material (c) crib notes, (d) the textbook, or (e) class notes during a quiz, test, paper, examination, speech, project, laboratory assignment, or on any homework or workbook assignment without the teacher's authorization to do so. Also included is the unauthorized electronic storage or transfer of material such as through unauthorized use of calculators or computer disks. Any attempt to copy one’s own or another’s material

without the teacher's authorization is cheating, even if the student gains no advantage from the attempt.

Unauthorized collaboration is working with another person or persons in the execution of a test, examination, paper, oral presentation, report, laboratory report, or any homework or workbook assignment without authorization to do so. Included herein is the unauthorized exchange of information retrieved electronically, such as material downloaded from the Internet. Except in those situations when joint effort is encouraged and/or permitted by the teacher, all work must be completed independently, and in its entirety, by each student.

Plagiarism is the intentional and willful appropriation of the language, ideas, and/or thoughts of another author, and the representation of this material as one's own work. Plagiarism in a college class is taken very seriously and may result in the expulsion of the student from the college. Should this occur, removal from the Stockton Unified Early College Academy would be automatic, as each student must be enrolled in at least one (1) academic college class per semester.

Specific individual classroom policies concerning whether the student may use as study resources any tests and other graded material from previous years shall be established and explained by the individual faculty member at the beginning of the course. Faculty members shall also establish and explain collaboration guidelines or policies tailored to their course clarifying what work, if any, students are authorized to complete working with another person or persons.

I shall not steal.

Stealing means the taking and/or withholding of property or the *attempt* to take and/or withhold property from the real owner with the intention of either permanently or temporarily depriving the rightful owner of his/her possession. The removal of any materials or articles from any classroom, office, or storage area without proper authorization by a teacher or administrator will likewise be considered a violation of the Honor Code.

I shall not disrespect people.

Disrespect for people means speaking, writing, either responding to, or talking to/about any SECA or college faculty, staff member, or student in a derogatory fashion, and/or failing to immediately and completely obey the instructions and/or requests of a SECA or college faculty or staff member. This includes social media interactions.

I shall not miss class or be late.

You are given great freedom at the Stockton Unified Early College Academy, but with that freedom comes an equal measure of responsibility and accountability. Attendance is a critical aspect of learning and a crucial part of your academic success – especially at SECA. You are expected to be in your college classes, in the Academic Support Lab (ASL), and/or in your SECA classes on a regular and timely basis. All attendance issues will be handled in accordance with Stockton Unified School District policies, and may result in being declared a truant, which is a violation of California state law.

I shall not go where I am not supposed to be.

Any area not considered to be part of the SECA campus is considered to be “Off Limits” to all SECA freshmen (and sophomores, juniors and seniors on Academic Probation) between the hours of 8:00 AM and 3:00 PM during any day in which SECA is in session. Juniors and seniors who are not on academic probation are allowed to leave during the day, assuming all off-campus requirements are met. Juniors and seniors with authorized absences should not be on campus during that time.

I shall not break other SUSD rules.

As a SECA student, you are responsible to be familiar, and to comply fully, with all of the SECA and Stockton Unified School District rules and requirements, as well as those of any of SUSD collegiate partners. *Failure to do so may result in an Honor Code violation, and potential suspension, reassignment to a home area high school, and/or recommendation for expulsion.*

If an Honor Code Violation is assessed, the level of the violation (Level 0, “Warning”; Level 1, “Minor”; Level 2, “Major”; or Level 3, “Critical”)

**Article IV
Reporting Disputes**

Any student who has committed, witnessed, or been involved in any way in a breach of the Honor Code, is *honor bound to report the violation immediately* to a faculty member or the Principal.

Likewise, it shall be the duty of any faculty member, administrator, staff member, who has witnessed or discovered evidence of, or has strong reason to suspect an Honor Code violation, to immediately report the violation to the Tribunal Faculty Advisor or Principal.

Additionally, students may request a Tribunal hearing to mediate, resolve, and/or adjudicate disputes or grievances by working with the Faculty Advisor of Tribunal or Leadership to be placed on the Tribunal agenda.

All requests for Tribunal actions will remain confidential until the time of the hearing.

**Article V
The Tribunal of Stockton Unified Early College Academy**

The name of the organization that shall administer the Honor Code of the Stockton Unified Early College Academy shall be: **The Tribunal of the Stockton Unified Early College Academy.**

The main mission of Tribunal shall be to serve as a body of students in which grievances can be heard and arbitrated upon. Either students or adults seeking mediation and resolution to problems may file grievances with Tribunal.

The main purposes shall be:

- To help all students achieve and maintain high academic and citizenship standards
- To encourage communication and resolve grievances between students, staff, and faculty in a diplomatic manner
- To recommend disciplinary action to the Principal as required, up to and including removal from the school

Article VI Tribunal Composition

In accordance with Article III of the Constitution of the Stockton Unified Early College Academy, the SECA Tribunal will be comprised of the following student members:

- Chief Justice of the Tribunal (Tiebreaker vote only)
- Nine (9) Associate Justices of the Tribunal (Voting members)
- Two (2) attorneys (Non-voting)
- Secretary of the Tribunal (Non-Voting)

The Tribunal Advisor, Leadership Advisor, Principal, and Counselor shall oversee the student-composed Tribunal.

All attempts will be made to ensure that the Chief Justice of the Tribunal shall be a member of the Senior Class of the Stockton Unified Early College Academy. The Chief Justice shall be appointed by the Tribunal and Leadership Faculty Advisors, and preside over all meetings and deliberations of the Tribunal. In the absence of the Chief Justice, the Faculty Advisors shall appoint one (1) of the Associate Justices to assume the interim duties of that position.

At a minimum, the Tribunal shall be composed of one (1) sophomore, one (1) junior, and one (1) senior in addition to the Chief Justice. The Tribunal and Leadership faculty Advisors shall select students from the pool of interested Leadership students.

All Tribunal member terms shall be granted for the period of one (1) school year, with the possibility of renewal.

Each of the voting members shall have an equal vote in the proceedings of the Tribunal.

Article VII Tribunal Hearings and Procedures

Tribunal hearings shall meet all of the following criteria:

- Tribunal hearings shall be held at least once each month on a schedule to be determined by the Leadership Advisor. Time shall be considered to be “of the essence” in the scheduling of hearings.
- All matters not brought to final resolution by the Tribunal during a hearing shall automatically be continued until the next Tribunal hearing.

- Invited witnesses may be allowed to present oral and/or written testimony as required during the Tribunal hearing, but shall not be present during Tribunal voting and deliberation prior to voting.
- Other than members of the Tribunal, the complainant, invited witnesses, and respondents of the complaint, hearings of the Tribunal shall be closed.
- Parties accused of an Honor Code Violation/a student dispute shall have the right to hear and respond to, the testimony presented by witnesses or evidence presented by the opposing party.
- Complainant and respondent to the complaint must appear for hearing. If either party fails to appear after two scheduled hearings, a default decision will be rendered against the absent party.
- Students who share concerns with current Tribunal cases may provide a write-up to the Tribunal with suggestions for how to resolve the dispute.
- The decisions of the Tribunal shall be by majority vote in quorum, or by other pluralities as mandated by the Constitution of the Stockton Unified Early College Academy.
- In the case of a tie vote by the Tribunal, the Chief Justice shall cast the deciding vote.

The Chief Justice shall verbally deliver decisions of the Tribunal in a timely manner, in person, to the parties at issue. Such decisions shall be effective immediately upon delivery to said parties. A written confirmation of the Tribunal's decision shall be prepared on SECA stationary by the Secretary of the Tribunal for delivery by mail to the SECA student's parents/guardians. This letter shall bear the concurring signatures of the Chief Justice, Faculty Advisors, and the Principal.

Article VIII Dispute Mediation

Tribunal will hear disputes between students and students, students and teachers, students and staff. Mediation is an opportunity to reach a solution for a problem with the help of a problem-solving body. Mediation itself does not solve problems; it helps both parties come to a mutually agreeable solution.

The goals of mediation are to:

- Provide enhanced methods of communication
- Reduce any emotional stress caused by the dispute
- Allows parties to settle the dispute in ways that are acceptable to all involved

Tribunal's role in mediation shall be:

- Bring parties together, and set goals to resolve the dispute during their mediation session
- Facilitate the resolution of said dispute through open communication of both parties
- Help eliminate ongoing problems that could deter both parties from future success

All of the previously stated procedures for hearings will apply to dispute mediation sessions.

Article IX Disciplinary Options

Upon the Tribunal rendering a decision, based on the evidence presented at a Tribunal hearing, the assembled Tribunal will recommend disciplinary action to the Principal, who will conduct a Judicial Review of the case. The severity of the disciplinary action will be *appropriate* to the offense committed, *measured* in the level of response, and *consistent* with similar disciplinary situations.

In the process of deliberation, the Tribunal shall consider all relevant factors of the situation, including, but not limited to, the seriousness of the violation, the intent of the accused in committing the violation, and other Honor Code violations within the school year. After deliberation by the Tribunal, if an Honor Code Violation is assessed, the level of the violation (Level 0, "Warning"; Level 1, "Minor"; Level 2, "Major"; or Level 3, "Critical") and the recommended disciplinary action shall be forward to the Principal for Judicial Review. Because of their potential for serious consequence, certain disciplinary events may be immediately referred to the Principal, who may choose to either act independently in his/her capacity as Principal or refer the matter to the full Tribunal for deliberation. If the matter is referred to the full Tribunal, the process of deliberation shall be as described above.

The following are examples, but not an inclusive list, of disciplinary options available to the Tribunal. At the sole discretion of the Tribunal, discipline options may be combined and/or modified as required.

- A phone call from the Principal to the parent(s)/guardian(s) prior to the sending of an Honor Code violation letter of notification, which is mailed to the student's home
- A conference held by the Principal with the student and, if necessary or desirable, the student's parents and/or the teacher(s) involved
- Extended assignment to the Academic Support Lab
- For cheating convictions, a zero or grade of "F" issued on the assignment in question
- For plagiarism convictions, a zero or grade of "F" issued on the assignment in question; blatant plagiarism (Level 3) may result in recommendation for removal from the SECA program
- In extreme Level 3, or multiple Honor Code Violation cases, the Tribunal may find that the student no longer meets the academic expectations of the school and may recommend to the Principal either of the following levels of removal from Stockton Unified Early College Academy:
 - Permanent reassignment to the student's home area high school
 - Reassignment to the student's home area high school with the option to reapply to SECA for the next academic year
 - **NOTE:** A recommendation for removal from the SECA program requires unanimous assent by the Tribunal members and concurrence of the Faculty Advisors.

For students with accumulative or multiple HCV's, the following equivalencies shall apply:
Two (2) Level 1 HCV's = one (1) Level 2 HCV

Two (2) Level 2 HCV's = one (1) Level 3 HCV
Three (3) or more HCV's of *any* level = one (1) Level 3 HCV

Article X Judicial Review

All judicial opinions rendered by the Tribunal are automatically subject to review by the SECA Principal, who maintains *absolute* and *sole discretionary authority* to accept, modify, reject, or remand the suggested judicial action.

At his/her sole discretion, the Principal may do any of the following:

- Affirm the decision of the Tribunal as delivered
- Modify, or alter, the decision, of the Tribunal, as he/she so deems necessary
- Remand the decision to the Tribunal with a recommendation for further deliberation
- Void, or set aside, the decision of the Tribunal
- Undertake any other action that he/she so deems necessary and proper.

The resolution chosen by the Principal is final, is not subject to further appeal, and will be communicated to the student and his parents/guardians by the Tribunal, as delineated in Article V of this document.

Article XI Intent and Inclusion

The intent of this document is to provide a framework for both the functional and effective operation of the Stockton Unified Early College Academy Tribunal and the consistent application of the Honor Code as an integral part of day-to-day life at SECA. It is intended to be neither exhaustive nor exclusive in content, and it is understood and expected that the laws of the United States of America, the State of California, and the City of Stockton shall take precedence over the SECA Honor Code. *It is also understood that this document is both reflective of, and subordinate to, the Constitution of Stockton Unified Early College Academy, as well as the operating rules and procedures of both the Stockton Unified School District (SUSD) its college partners.*