



James S. Hogg Middle School

An International Baccalaureate World School
and Nationally Certified STEM Magnet School



ACADEMIC INTEGRITY POLICY

MIDDLE YEARS PROGRAMME

James S. Hogg Middle School, in tandem with the IB, expects students to exercise academic honesty in all their work, which includes acknowledging any sources used within an assignment.

The IB General Regulations: Defines malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

Examples of Malpractice

- Plagiarism: the representation of the ideas or work of another person as your own.
- Collusion: supporting malpractice by another candidate, as in allowing your work to be copied or submitted for assessment by another candidate.
- Duplication of work: the presentation of the same work for different assessment components and/or IB course requirements.
- Misconduct during an examination, including the possession of unauthorized material. • Disclosing information to another candidate, or receiving information from another candidate, about the content of an examination paper within 24 hours after the examination.

According to the Houston Independent School District Code of Student Conduct, academic misconduct is: "cheating plagiarism, or copying the work of other students, which includes failure to comply with test security procedures and the use of cell phones, smart watches and electronic devices during testing."

How to Avoid Plagiarism

Students will be expected to:

- Credit all sources you use, even if you have paraphrased or summarized.
- Clearly distinguish between your work and the source being used (quotation marks, indentation, or a similar method).
- Use a style of referencing that is appropriate for the subject.



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Things to Remember

- IB students are principled and act with integrity and honesty.
- IB students should be content creators not content imitators.
- If you engage in any form of malpractice, you may not be eligible for a grade in the subject concerned.
- Do it right, remember to cite! Credit where credit is due!

Teacher Responsibilities

All teachers will review and reinforce Academic Honesty in their daily instruction and classroom expectations. Teachers will also work with students to better understand academic honesty throughout their academic career and help students adhere to the academic honesty policy by:

- Maintaining adequate security precautions in the preparation and handling of tests so that students do not have access to view the tests prior to administration.
- Providing privacy folders and proper spacing of students during examinations.
- Walking around during test administration to monitor student progress and not permitting students to talk or leave their seats without permission.
- Teaching reference citing conventions like MLA that are appropriate for educational purposes.
- Exhibiting academic integrity during professional development.
- Report violations of academic integrity to the appropriate personnel so students are held accountable for their actions.

School Administrator Responsibilities

School administrators will reinforce this policy by:

- Supporting teachers in their efforts to promote academic integrity.
- Appropriately applying the consequences for misconduct.
- Addressing teacher misconduct through memo and Teacher Appraisal System.
- Exhibiting academic integrity during professional development.
- Reporting violations of academic integrity to the appropriate personnel.
- Communicating with all stakeholders the expectations of academic integrity.

Serious irregularities may impact teacher licensure.



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ASK FOR ADVICE

As an IB student you are responsible for ensuring that all the work you submit is authentic and that any sources used are appropriately acknowledged. If you have any doubts, please ask for advice.

Procedures for Academic Honesty Violations

If a teacher (or student or parent) suspects that a student has committed an act of academic dishonesty:

1. He/she consults the student to hear his/her side of the story.
2. If the teacher still believes the student has committed an act of academic dishonesty, the teacher gives the student a zero on the assignment and notifies the parent/guardian of the incident.
3. The teacher also communicates the violation to the grade-level Assistant Principal
4. The grade-level Assistant Principal with the student to determine the consequences of the action. Consequences can range from a warning to removal from the program (in the case of an extremely severe violation or multiple, repeated violations).

Policy Implementation

- The Academic Integrity Policy, examples of academic misconduct, and the consequences for these will be reviewed with all students at the beginning of each school year.
- The Academic Integrity Policy will also be published in the Student Handbook.
- This policy will be reviewed each year and revised as needed.

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