



Cullen Middle School

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Jacqueline Thompson - Principal

Academic Honesty Policy

Standard B1.5d: The school has developed and implements an academic honesty policy that is consistent with IB expectations.

Cullen Middle School defines academic honesty as a set of values and skills that promote personal integrity in teaching, learning and assessment. We believe that in order to achieve this, it is important that we focus on educating our students to be principled, to recognize and celebrate authentic student work, and to take pride in promoting student learning through inquiry that includes responsible use of information and communication of original work.

Definition

The Academic Honesty Policy is designed to define and clarify the expectations associated with the submission of authentic work. It will provide staff, students, parents, counselors, and administrators with a common understanding of malpractice, define the responsibilities of all parties in preventing malpractice, and encourage principled behavior in the learning environment of our schools. Academic honesty is acknowledging responsibility for the production of students' own work, recognition of the work of others, and maintaining honor and trust in the learning environments of our schools. In order to understand appropriate academic honesty practice, it is important to clarify behavior that can lead to an unfair advantage in academic work, hereby referred to as malpractice.

Plagiarism

An act or instance of using or closely imitating the language and thoughts of another author without authorization and/or the representation of that author's work as one's own, by not crediting the original author. Plagiarism equally applies to work other than text (ie. art, music, etc). It is important that students understand how to appropriately use another author's work in their assignments to avoid both intentional and unintentional instances of plagiarism.

Examples:

- Any representation of others' work as your own.
- Nonoriginal work that is not cited and appropriately referenced in submissions.
- Copying information from a book or a website.
- Misuse of quotation marks, paraphrasing, and in text citations makes authorship unclear.
- Failure to identify source of elements of nonverbal work (i.e. painting, dance, photo, proof, musical composition, etc.) that you've derived your work from.
- Using online language translators unless explicitly allowed.

Collusion

Supporting malpractice by another student, including allowing one's work to be copied or submitted for assessment by another student. Collusion is also considered a form of cheating which occurs when people work together on an assessment that has been designated as an individual assignment. This means that you have worked together on a task that you were instructed to do by yourself.

Examples:

- Helping someone else cheat both deliberately and providing personal work.
- Allowing your work to be copied and/or submitted by another student.
- Divide and conquer approach where you allow another individual to work on a portion of the assignment for you given by the instructor.
- Submitting work designated for equal collaboration where you did not complete a fair portion of the assignment.
- Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future.
- Sharing information about assessment content and questions with other students.

Duplication of Work

Submitting work that has been previously submitted for a previous assessment components or curriculum components (by you or another student). Students are required to submit newly created assignments for the course or assessment unless permission is granted by the instructor in advance.

Unfair Practice

Actions which are not ethically, mentally, emotionally, or legally valid that gain a student an unfair academic advantage.

Examples:

- Falsifying records
- Falsifying data
- Sharing passwords
- during testing times
- Disclosing information about assessments
- Altering grades
- Phony citation
- Impersonating person
- Misconduct

By a student putting his/her name on any assignment, it is the assumption that the student is submitting their own and acknowledging original ownership.

Roles and Responsibility in Supporting Academic Honesty

Faculty (including teachers, counselors, support staff, and paraprofessionals):

- Communicate appropriate collaboration with each assignment.
- Demonstrate and model academic honesty in presentations, etc.
- Report and record academic dishonesty (to parent, administrator, IB coordinator, or any individual assigned to address academic honesty).
- Assure students in your class understand that when they submit a task as their own, they are representing that they have not received nor given aid on assignments or assessments.
 - Teachers can opt to ask students to use their signature to explicitly assure this point if needed.
- Communicate with students, parents, counselors, administrators, with concerns and malpractice offenses.
- Teachers, administrators, and counselors involve students in reflection/discussion in the instance of malpractice.

Students:

- Confirm understanding of academic honesty with signature on Code of Student Conduct form each year.
- Report malpractice violations to a school employee.
- Work to produce authentic work.
- Understand that putting name on assignment certifies it as your own work, cited appropriately.
- If an incident of malpractice occurs, either intentional or unintentional, complete the reflection process with your instructor.
- Understand proper citation expectations for assignments (MLA or APA where appropriate)
- Ask for guidance when you are unsure.

Administration:

- Support academic honesty policy and investigate all counselor/teacher reports of malpractice.
- Ensure that all staff, students, and parents understand definitions, responsibilities, and repercussions.
- Ensure the academic honesty policy is applied consistently throughout the school.
- Provide teachers with material to guide students in maintaining academic honesty.
- Investigate any reports of malpractice.
- Make parent and student contact to reflect on malpractice incidents.

Parents, guardians, and community partners:

- Read and sign Academic Honesty Policy form yearly.
- Encourage your child to practice academic honesty.

- Encourage your child to cultivate a culture of academic honesty in school.
- Address concerns of academic misconduct/malpractice with your student and school personnel if necessary.

Repercussions

Malpractice incidents will be discussed with the student prior to reporting to the parent/guardian. An administrative council meeting will be held with the appropriate grade level administrator and counselor, and then reported to parents, counselors, and administration. Appropriate consequences will be administered within school's discipline protocol, based on frequency and recurrence of the violation. Consequences will focus on being restorative over punitive when possible.

Communication Plan

This academic honesty policy will be published on the school's website, discussed during grade level presentations the first week of September, and included in the school's Student Handbook.

District Conduct

This plan aligns with Houston Independent School District's academic honesty policies and procedures.

Review of the Academic Honesty Policy:

This will be reviewed and updated annually by designated Cullen Middle School faculty members, parent support members, and community partners.

Written by Eltoncia Bradley. Reviewed and updated May 2020 by Jacqueline Thompson, Donica Arnold-Brown, Quinton Chapman, Tyson Dillard, and Johnetta Earnest.