

# Sam Houston High School

## Academic Honesty

As students and teachers at Sam Houston embark upon a new and exciting school year, we all carry the same goals toward our mission: to grow academically and responsibly. Honesty and integrity are essential attributes for true learning and achievement. This Honor Code represents expectations of student and teacher behavior that are consistent with, “producing reflective, lifelong learners who become productive citizens in a changing society.”

Regarding academic honesty, Sam Houston requires adherence to specific standards of conduct in and out of the classroom. Students at Sam Houston are expected to not engage in the following behaviors:

- I. Cheating: Cheating is defined as dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair advantage.<sup>1</sup> Examples of cheating may include but not be limited to:
  - A. Copying or allowing others to copy information from someone else’s work, test paper, homework, etc.
  - B. Unauthorized use of cheat sheets, notes, books, formulas or information in calculators/computers.
  - C. Unauthorized prior knowledge of examination
- I. Fraud: Fraud is defined as a deliberate deception practiced in order to secure unfair or unlawful gain. Examples of fraud may include but not be limited to:
  - A. Attempting to pass off someone else’s work, imagery or technology as your own, purchasing or selling an assignment from another person or technological resource.
  - B. Falsifying scientific or other data submitted for academic credit
  - C. Forgery of signatures or tampering with official records
- II. Plagiarism: Plagiarism is defined as taking one’s ideas or works and placing them off as one’s own without crediting the source. Examples plagiarism may include but not be limited to:
  - A. The copying of language, structure, ideas, pattern of thought, sequence of ideas of another person without proper acknowledgement.

**\*\*It is the student’s responsibility to clarify with the instructor any ambiguities concerning violations of the Honor Code on an assignment.\*\***

### **Student responsibilities:**

- To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests in an honorable process according to the stated policies without engaging in cheating, fraud or plagiarism.
- To understand the Honor Code and individual teacher assignment guidelines in the course outline

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<sup>1</sup> Merriam-Webster, comp. [Dictionary.com](http://www.dictionary.com). 2008. Lexico Publishing Group. 4 Sept. 2008 <<http://www.dictionary.com>>.

**Teacher responsibilities:**

- To maintain and support the academic integrity of the school community
- To clearly present the Honor Code policy and individual teacher assignment guidelines in the course outline
- To maintain the integrity of the testing process
- To explain the use of permissible study aids in coursework and proper documentation
- To report any violations of the Honor Code policy to an administrator, school counselor, and the parent
- To check student papers for plagiarism through a variety of means, including but not limited to plagiarism detection software such as Turnitin.com

**Administrator responsibilities:**

- To maintain and support the academic integrity of the school community
- To administer fair consequences for Honor Code violations
- To maintain records of Honor Code violations

**Consequences:**

## First offense:

- The teacher will assign the student a grade of “zero.” The student will be allowed to make up the assignment if it is a final exam or an assignment that counts 10% or more of the student’s total grade.
- The student’s parents/guardians will be contacted.
- Student sponsors of clubs and organizations will make determinations regarding loss of club membership based on the club’s bylaws.

## Second offense:

- The teacher will assign the student a grade of “zero.” The student will be allowed to make up the assignment if it is a final exam or an assignment that counts 10% or more of the student’s total grade.
- The student’s parents/guardians will be contacted.
- Student sponsors of clubs and organizations will make determinations regarding loss of club membership based on the organization’s bylaws.
- Parents, students, counselors, and the student’s teachers and assigned administrator will hold a conference to discuss the continuing problem and further possible consequences.

After reading Sam Houston High School’s Honor Code, both student and parent/guardian should sign and date this signature page. The signature page should then be removed and turned in with the application.

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Student

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Date

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Parent

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Date