ACADEMIC INTEGRITY POLICY
Tanglewood Middle School

SCHOOL MISSION: Tanglewood Middle School is an International Baccalaureate World School whose goal is to provide a quality education by empowering individuals to become caring, self-sufficient, globally conscious citizens, who value innovation and sustainability as a lifelong process.

Philosophy
High academic standards and virtues are closely intertwined in a place of learning. Tanglewood Middle School holds each student responsible for contributing to a positive learning environment. Students are expected to behave responsibly and respect others' rights. Students at Tanglewood are guided to develop characteristics of IB learners, such as the IB Learner Profile "Principled" (a learner that acts with integrity and honesty). Additionally, they take responsibility for their own actions and the consequences that accompany them. The IB Learner Profile is prevalent in the school community and a part of the student planner, school website and advisory program. Cheating, collusion, plagiarism, and other forms of academic dishonesty will not be tolerated and will result in disciplinary consequences.

Forms of Academic Misconduct
PLAGIARISM
What is plagiarism?
If you have not given proper credit to your sources, you have committed plagiarism. It is like you are lying to your reader. You have used someone else's ideas without telling your reader where you took it from. Whether you have intentionally tried to pass off someone else's ideas as your own or, through careless research, you unintentionally "forgot" to cite a source, the charge is plagiarism. Tanglewood Middle School considers plagiarism as theft.
How can I avoid plagiarism?
- Any idea or fact that you received from a source needs to be cited and quoted.
- Any idea or fact that is common knowledge does not need to be cited.
- For example, facts like the earth rotates around the sun or Abraham Lincoln was assassinated while in office are common knowledge and would not have to be cited.
- Students will use MLA to format essays and cite works from other sources. This will decrease the likelihood of plagiarism.

COLLUSION
What is collusion?
If you work with another student or a group of students in an unfair manner this is collusion. This is when you work together to complete an assignment or assessment without permission. If you work with other students to gain an unfair advantage in the assignment or assessment it is a form of lying. Collusion is different from legitimate cooperation. Below are examples of legitimate cooperation vs collusion.

Legitimate Cooperation	Collusion
A group of students form a study group to study for a test together. They create practice questions and use them to quiz each other.	Tanglewood students create an Instagram page in which they share the answers to a math test.

Two students are assigned as partners on a project. They divide up the work equally and present their project to the class.	Students in a Science class are given a homework assignment which asks them to answer 10 questions. Two students decide to split the work: one looks up the answers to questions 1-5, the other answers 6-10 and they share the answers.
A 7th grade student asks an 8th grade student for help with studying for a math test. The 8th grade student explains the steps for solving the problems to the 7th grade student.	An 8th grade student gives a seventh-grade student a copy of the essay she wrote for her theatre arts exam the previous year.

CHEATING

What is cheating?

If you use a resource to misrepresent your academic mastery of the content, you are cheating. Some examples of cheating include:

- Using material or electronic devices to complete a test or other assessment without permission.
- Copying the answers or work of another student and representing it as your own.
- Communication with another student during testing.
- Using Artificial Intelligence to complete your assignment.

ACADEMIC MISCONDUCT

Other examples of academic misconduct include:

- Causing a disruption during class or testing which impedes the learning of other students.
- Failure to comply with the directions of the classroom instructor.
- Discussing a test or other confidential assessment information.
- Theft of tests, homework, answer keys or other academic materials.

Responses to Academic Dishonesty

Plagiarism, collusion, cheating and other forms of academic dishonesty will not be tolerated and will result in disciplinary consequences. Students at Tanglewood are guided to develop characteristics of IB learners, such as being Principled - a learner that acts with integrity and honesty. Additionally, being Principled means that students take responsibility for their own actions and consequences that accompany them.

The HISD Code of Student Conduct describes a broad range of behavior considered student misconduct. Cheating, plagiarism, or copying the work of another student is considered a Level II Act of Misconduct. Academic dishonesty is defined in the code as "Cheating, plagiarism, or copying the work of another student." The procedural protocol is a written referral to an administrator with parent notification. Disciplinary consequences are assigned by the student's dean and depend on the type, severity, and frequency. Disciplinary options include:

- receiving a zero on the assignment
- parental contact

- detention
- placement in in-school suspension
- out of school suspension
- other disciplinary action as determined by the school administration.

Policy Implementation
All students in HISD are expected to follow the rules of the HISD Student Code of Conduct. This can be found online, and a hard copy can be requested. Students are informed of the Tanglewood Academic Honesty policy and the document can be found on the school's website.

Roles and Responsibilities
FACULTY
- Model academic honesty in all lesson materials.
- Communicate with students, parents, counselors, administrators with concerns.
- Provide students the opportunity to go over the policy and repercussions of cheating.

STUDENTS
- Report any type of violation.
- Give maximum effort to produce quality work.
- Understand proper citation (MLA and APA).
- Ask the teachers for assistance when needed.
- As questions.

ADMINISTRATION
- Provide staff development on academic / writing referencing.
- Support policy and teachers.
- Provide examples in the student agenda.
- Maintain parent contact.

PARENTS/LEGAL GUARDIANS
- Read and understand policies and procedures.
- Encourage your child to practice academic honesty.
- Address concerns the teacher and/or school administration.
- Monitor your child and their submission to work.

Communication Plan
- Website
- Presented in classes.
- Communicated with Community Project
- Conferences/meetings

Resources to Support Teachers
Teachers may use Origin by GPT Zero, https://gptzero.me/chrome, to check to see if student work was created using Artificial Intelligence.

Resources to Support Students
The following examples are printed in the student agenda. Each student is provided with an agenda at the beginning of the school year.

MLA STYLE GUIDE BASICS
What is MLA Style?
The Modern Language Association (MLA) developed a style guide for academic writing. This style guide deals with standardized ways to document the writer's source materials.
- MLA provides guidelines for the creation of a bibliography (called a "Works Cited" page) and the corresponding parenthetical (within the text) citation/quotation.

Why is it Important that I cite Sources?
As a writer, it is your responsibility to give proper credit to your sources. It is also particularly important that you give this credit in accordance with MLA style. If you fail to give proper credit to a source, you have committed plagiarism.

What is a "Works Cited" Page? A "Works Cited" page is the name that MLA gives to a bibliography. It is a listing of all the sources you cited in the body of your paper. Here are a few things to keep in mind about the "Works Cited" page:
1. The "Works Cited" page is always going to be the last page of your essay or report. You should type the words "Works Cited" and center it on the page.
2. Each entry must be complete and accurate.
3. Each entry reads like one long sentence. What this means is that it does not matter where the second line begins in an entry; it begins on the second line only because you ran out of room on the first line.
4. The second and subsequent lines are always indented five spaces.
5. The sources are listed alphabetically by the first word or name of the entry. This first word or name should be what you use in your parenthetic citation.

Examples of Common Forms of Sources for Citation
**NOTE - The details are important in these citations--the order of the information, punctuation, underlining and quote marks all must be exact.

Print Resources (Viewed in Print Form)
Book by One Author
Last Name, First Name. Title. Place of publication: Publisher, Copyright Date.
Example: Jameson, George P. Ellis Island. New York: Icon Press, 2006.

Book by Two Authors
Last Name, First Name and First Name Last Name. Title. Place of publication: Publisher, Copyright Date.
Example: Smith, Henry G., and Betty Harmon. Freedom Rides. Chicago: Broad Shoulder Press, 2006.

Encyclopedia Last Name, First Name. "Title of Article." Name of Encyclopedia. Edition Year.
(NOTE: The author is usually listed at the end of the article. If an author is not listed, begin the entry with the title of the article.)
Example: Franz, Charlene. "Goat." World Book. 2006 ed.

A Work within an Anthology Last Name, First Name. "Title of work." Title of Anthology. Editor's First Name Last Name. Place of Publication: Publisher, Copyright Date. Page numbers.
Example: Stevens, Wallace. "Sunday Morning." Modern American Poetry. Ed. Thomas J. Hines. New York: Holt, Rinehart, and Winston, 2003. 20-22.

Newspaper Article Last Name, First Name. "Title of Article." Newspaper Name Date: page(s).
Example: Blake, Terry. "Attack in Bagdad: Two Marines Dead." The Plain Dealer 20 July 2006: Al.

Magazine Article Last Name, First Name. "Title of Article." Title of Magazine Date: page numbers.
Example: Thomasson, Ronald. "Salt Mines of Lake Erie." Cleveland Magazine 15 May 2004: 23-25.

Non-Print Resources (Viewed Electronically)

Online Database-Encyclopedia "Title of Article." Name of Encyclopedia. Year. Name of online source. Date <URL (Persistent link)>.
Example: "Whale Oil." Encyclopedia Britannica. 2006. Encyclopedia Britannica Online. 23 August 2006
<http://search.eb.com/eb/article-9076727>.

Internet Website Last Name, First Name. Title of Website. Date last updated. Author (if given). Name of organization that sponsors the site. Date accessed <URL link>.
Example: Walker, Gary. "The Effects of Radiation." Hiroshima Atom Bomb. 15 Mar. 2000. Los Alamos Research Facility. 14 Oct. 2008. http://jwww.larf.org/hiro/radeffect.htm

Video Documentary Title of Film. Director's First Name Last Name. Copyright Year. Medium. Production Company Name. Edition Date.
Example: Finding Harmony. Kent Williams. 2003. DVD. Zen Buddhist Lecture Series Video. 2003.

TV/ Radio Transcript "Title of TV/ Radio episode or segment." Title of Program. Broadcast date. Transcript. Name of Database Used. Date accessed <URL link>.
Example: "Special Edition: The War in Iraq Part II." CNN Special Report. 5 April 2003. Transcript. ELibrary. 27 March 2006.
<http://elibrary.bigchalk.com>.

IB POLICY REVIEW
This policy is reviewed and updated annually by school staff and the Shared Decision-Making Committee. This policy was reviewed and approved by representatives of the school staff, parents, and community members in October 2024.