

Highland Park High School Honor Code

Honor Code Pledge:

A. Full Pledge – to be signed by all students enrolled in HPHS, usually upon enrollment

I pledge to maintain academic integrity throughout my four years at Highland Park High School and to exemplify Highland Park ISD's values of Integrity, Community, and Leadership as I learn course information to the best of my ability. I am committed to Highland Park's mission statement: "enter to learn, go forth to serve."

[Student Signature]

B. Shorter Pledge – to be signed by all students on all assessments

I pledge I have neither given nor received unauthorized help on this assignment.

[Student Signature]

I. Introduction

Highland Park High School is a community committed to a culture of integrity, trust, and mutual respect. To affirm and preserve these ideals, all Highland Park High School students commit to sign the Highland Park High School Honor Code Pledge upon enrollment and honor it by maintaining academic honesty and personal responsibility throughout their academic career. In so doing, all students acknowledge the definitions and consequences of academic dishonesty outlined below.

II. Shared Commitments

The Honor Code represents the highest possible expression of shared values among the members of the HPHS community – students, teachers, and administrators; it necessitates a commitment and a shared responsibility amongst all members to encourage and protect a culture of academic honesty.

A. Students

Students commit to avoid all forms of academic dishonesty and to fully and immediately report all acts of academic dishonesty to which they are a witness.

Academic dishonesty includes but is not limited to:

- Unauthorized assistance on any assignment.
- Unauthorized or inappropriate use of artificial intelligence (AI, Chat GPT, etc.)
- All forms of plagiarism, including copying from or using sources without proper attribution or citation, failing to use quotation marks for statements taken from others, failing to acknowledge information or ideas borrowed from any source, or the unauthorized or inappropriate use of another student's work
- Unauthorized use of intellectual property
- Unauthorized use of any technological device during an assessment (e.g. cell phones, smart watches, internet browsers, etc.)
- Unauthorized use of a "cheat sheet" or any material during an assessment that has not been approved by the teacher
- Forgery of another's signature
- The act of aiding another student on an assignment or assessment in an inappropriate or unauthorized manner

- Failure to report the unauthorized or inappropriate receipt of material meant to aid on an assignment or assessment and the identity of the person who sent it

B. Teachers

Teachers commit to:

- Teach or review the correct use of sources and citations when assigning work.
- Structure conditions during testing to alleviate the possibility of cheating (e.g., using lock-down browsers, walking the classroom, etc.).
- Specify the types of collaboration or assistance that are permitted.
- Specify when it is acceptable for students to use Artificial Intelligence (AI) on any part of an assignment and the expectations to cite and/or explain the use of AI.
- Ensure all assignments are relevant for mastering course content and due within a realistic time period to reduce the temptation to cheat.
- Report all suspected violations of the Honor Code to the appropriate administrator.

C. Administrators

Administrators commit to:

- Ensure that all teachers, students, and parents receive the Honor Code.
- Contribute to a school-wide environment that encourages adherence to the Honor Code.
- Refer cases to the Honor Council when deemed necessary.
- Maintain accurate records of all Honor Code violations.
- Ensure the Honor Code is being applied consistently throughout the school.
- Provide Professional Development that supports teachers in implementing best practices for academic honesty.

III. Degrees of Academic Dishonesty and Related Consequences

Consequences for all acts of academic dishonesty shall be appropriate to the degree of the offense as outlined below. Each instance of academic dishonesty will be reported by the teacher to the appropriate assistant principal. All infractions will be documented by the assistant principal, allowing offenses to be tracked across classes. Repeated violations, even in different subjects, will be treated as cumulative and subject to escalating consequences.

A. First Degree

The first occurrence of academic dishonesty, as defined above, on any homework or daily work shall be in the first degree and result in:

- A zero on the assignment
- Retake available to the student which will replace the zero up to a maximum of 50

B. Second Degree

The second occurrence of academic dishonesty, as defined above, on any homework or daily work or the first occurrence of academic dishonesty on any major or minor assignment, project, or test shall be in the second degree and result in:

- A zero on the assignment
- Retake available to the student which will replace the zero up to a maximum of 50
- Suspension from participating in honor societies, Student Council, Honor Council and other extracurricular leadership positions for a period of six weeks

C. Third Degree

Any subsequent violation following a second degree offense shall be in the third degree and result in:

- A zero on the assignment
- Student is ineligible for retake
- Removal from or prohibition from applying to honor societies, Student Council, Honor Council, and other extracurricular leadership positions for the current school year

D. Fourth Degree

Any subsequent violation following a third degree offense shall be in the fourth degree and result in:

- A zero on the assignment
- Student is ineligible for retake
- Three days of In-School Suspension (ISS) in addition to the appropriate consequences outlined above
- Record of the infraction and associated discipline placed in the student's disciplinary file

IV. Honor Council:

A. Roles of the Honor Council

The Highland Park High School Honor Council exists to promote a culture of integrity and honesty, educate all students about academic integrity, and encourage peer accountability for academic integrity throughout the school. This role may include speaking at school assemblies, arranging outside speakers related to integrity, visiting classrooms, consulting with teachers and staff, sharing information at Honor Council elections, determining questions for the Honor Council application, or visiting elementary/middle schools.

The Honor Council also serves to provide students an appropriate forum where they may be heard when there is a disputed allegation of academic dishonesty. After careful deliberation, the Council will provide their assessment of innocence or guilt as well as any recommendations for resolution to the accused student's administrator. This is an advisory role. The final determination and consequences are determined by the administrator. Regardless of the outcome, the Honor Council's focus is to provide the accused student with a learning opportunity regarding the importance of academic integrity and ensure the student is fully aware of the damage that can and does occur in settings after high school should future dishonesty reoccur.

B. Membership in the Honor Council

The Honor Council will consist of nine members – four seniors, three juniors, and two sophomores. Each spring, one junior, one sophomore, and two freshmen will be elected to the Honor Council. Candidates will submit an application, which will be reviewed by the current Honor Council. The Council will then reduce the application pool to five student candidates from each grade level. These fifteen candidates will then be interviewed by members of the Honor Council, who will select their top three candidates

from each grade level to be placed on the ballot. These nine finalists will be introduced to the student body at an assembly, and the election will be held immediately following the assembly. The candidates for each grade level with the most votes from students in their grade level will be added to the Honor Council. New members will begin participating in all Honor Council hearings immediately. Once elected, members serve on the Honor Council until graduation, unless disqualified due to an Honor Code or other serious academic or conduct violation. Whenever an opening on the Council occurs, the student finalist for the grade level with the opening who received the next highest votes in the most recent election will be offered a seat on the council.

Honor Council members are expected to attend all hearings unless a legitimate conflict exists. If a member fails to attend more than one hearing without notifying the school sponsor in advance, they may be dismissed from the Council.