



HARIRI HIGH SCHOOL II

Academic Honesty Policy

2024-2025

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Vision

HHSII strives to raise well-rounded, life-long learners and empower them with the skills needed to be influential, impactful citizens with creativity and integrity, in a rapidly-changing world.

Mission Statement

HHSII is dedicated to delivering quality education that underscores raising learners holistically to be self-assured, well-rounded, and critical thinking citizens. HHSII adopts a skills-based approach that ensures enhancing learners' intellectual, physical, emotional and social skills. With such an approach, we encourage, guide, and support all learners to reach their highest potential and become life-long learners, internationally-minded and well-prepared for college.

Core Values

1. Excellence
2. Responsibility
3. Respect
4. Integrity
5. Collaboration
6. Care
7. Commitment
8. Perseverance

Academic Honesty

Academic honesty is an integral core value that HHS2 strongly supports and promotes in all academic work.

All students at HHS2 must exercise the principle of academic honesty, thus, avoiding any form of academic misconduct that might affect their assessment and conduct grade negatively.

Applying Academic honesty Policy principles in school helps in reinforcing respect for others and enhancing integrity.

Academic Misconduct**1- Cheating:**

- a. Copying assignments from other students
- b. Looking at another student's paper or work during a quiz or test
- c. Giving or receiving test information to or from students in other classes
- d. Using cell phones to get information during exams/tests/quizzes
- e. Changing test/ quiz grade
- f. Missing a class to avoid turning in an assignment or taking a test
- g. Presenting work done by others as one's own or vice-versa

2- Plagiarism:

- a. Submitting others' work as one's own original
- b. Submitting work copied from the internet or other sources without proper citations or acknowledgement
- c. Allowing one's work to be copied or submitted by other students

Responsibilities**Student Responsibilities**

- Being familiar with the school's academic honesty policy
- Being aware of the consequences of academic misconduct.
- Not copying homework assignments from others or allowing others to copy one's own assignment
- Working collaboratively only when assigned by the teacher
- Keeping eyes on one's own paper during tests / quizzes/ exams
- Using aids during tests and quizzes (calculator, etc....) only when permitted by the teacher
- Refraining from talking to other students during tests/quizzes

Teacher Responsibilities

- Explaining to students Academic Honesty Policy both orally and in writing.

Communicating to students the consequences of violating Academic Honesty Policy.

- Reporting violations of Academic Honesty Policy concerning one's own and another teacher's class assignments
- Informing the administration about any violations of Academic Honesty Policy
- Being precise about informing students when collaboration is permitted on an assignment.

Parent Responsibility

- Read and be familiar with the school academic honesty policy
- Attend meetings with disciplinary committee to discuss any type of academic misconduct done by their child
- Support the administration in their decision regarding the measures to be taken in case of malpractice
- Talk to their children about the school academic policy and the importance of abiding by it
- Encourage their children to seek help from teachers in case they face difficulty in completing an assignment
- Supervise their children and help them with time management and organization of their work to meet deadlines

Administration Responsibilities

- Making sure the school community has a copy of Academic Honesty Policy
- Reviewing Academic Honesty Policy periodically
- Maintaining consistency and fairness in dealing with violations of Academic Honesty Policy

Procedure

- a. Teacher documents the violation and reports it to the supervisor who, in turn, informs the head of the division
- b. Supervisor and head of division investigate the student's misconduct.
- c. Head of division meets with student to review / go over Academic Honesty Policy and explain to him/ her why the behavior is a violation and how to avoid future incidents of misconduct.
- d. The disciplinary committee of the division discusses and evaluates the academic misconduct incident.

- e. The committee decides on appropriate measures to be taken regarding the violation.
- f. The committee meets with the student and the teacher to explain the measures taken.
- g. Principal contacts parents.
- h. Disciplinary committees in each division deal with academic violations on a case-by-case basis
- i. Student signs a contract depending on the nature of the violation

Examples of Academic Misconduct and Consequences

The school aim is to create awareness and guide students on how to avoid committing incidents of academic misconduct by explaining to students that personal effort and authentic work are important for achieving success. The school's main concern is to support students and orient them towards reflecting on the consequences of the misconduct and how to find ways for avoiding it in the future. Academic Honesty violations will be dealt with on a case-by-case basis depending on the age of student, grade level and severity and frequency of the misconduct.

- a. If a student submits an assignment that is not his own, teacher will talk to the student and explain to him how the misconduct might affect his learning and achievement
- b. Teacher might give the student the chance to redo the assignment and submit it on a due date set by the teacher.
- c. If a student copies information from sources and presents the work as his own, he will redo the assignment, providing acknowledgement and citations, and if he fails to do it again the proper way, the lower mark will be considered.
- d. In case of cheating during an exam in class, grades will be deducted from the grade of the same exam
- e. When a teacher finds out that a student has copied a homework assignment from another student, both students will be penalized by receiving a verbal warning for the first time, followed by a written warning that both students will sign, in case the

academic misconduct is repeated. On the third malpractice, the students' grades on the subject will be affected negatively.

Support to School Community

1. All students, teachers and parents will receive a copy of the academic honesty policy
2. Meetings with teachers will be held to discuss how the policy will be implemented and monitored
3. Teachers of all subjects will be responsible of reminding their students of the academic honest policy , when needed
4. Students and parents will be provided with *Student Handbook* which will reference academic honesty procedures.
5. Academic Honesty Policy procedures will be published on the school's website.

How the Policy was Developed

The Academic Honesty Policy was developed by the pedagogical team that consists of the academic principal, the director of Administrative and Financial Affairs, Head of Middle and secondary school (Diploma Program Coordinator), Head of Elementary School and Middle and Secondary School Math Coordinator. Team members held meetings and discussed what to be included in the policy. The Head of Middle and Secondary school (Diploma Program Coordinator) and the Head of Elementary School wrote the first draft of the policy; then the draft was shared with pedagogical team members and the Director General of Rafic Hariri Foundation.

Review of the Academic Honesty Policy

The Academic Honesty Policy will be reviewed and modified by the school pedagogical leadership team on a bi-annual basis. It will be communicated to the school through a general meeting and in departmental meetings as well. Also, class advisors will explain the policy to students. The policy will be posted on bulletin boards in classrooms, hallways, in departments offices, and in supervisors' offices.