

Senn-Peirce Partnership

ACADEMIC HONESTY POLICY

Policies, practices and procedures of Peirce MYP and Senn High School (*all students*)

MISSION STATEMENTS

NICHOLAS SENN HIGH SCHOOL MISSION STATEMENT:

Nicholas Senn High School is a diverse learning community that develops motivated, creative, and critical thinkers who are actively responsible globally minded citizens.

HELEN C. PEIRCE SCHOOL OF INTERNATIONAL STUDIES MISSION STATEMENT:

The mission of Helen C. Peirce School of International Studies is to guide students to take ownership of their learning through experiential engagement and reflective thinking. Peirce School provides a balanced curriculum designed to meet the academic, cultural and social-emotional needs of our diverse student body. All members of the Peirce community are committed to grow as productive, globally-minded citizens.

INTRODUCTION

The following document outlines the general beliefs and practices regarding Academic Honesty of the Senn-Peirce MYP partnership. Academic honesty philosophy and beliefs are shared among all stakeholders in the IB MYP-DP continuum at Senn and Peirce. Individual classroom teachers, course teams, subject-based departments, and grade-level (horizontal) teams will use this policy as a framework within which they will further craft Academic Honesty-related practices that are appropriate to the class, course, subject-area, and grade level, respectively.

The mission statements of Senn and Peirce place emphasis on students being actively responsible and taking ownership of their learning, respectively. This academic honesty policy aims to clarify a critical component of our partnership's work in supporting those missions. This policy also supports our promotion of the IB Learner Profile, particularly regarding students' conduct as communicative, principled, and reflective learners.

PHILOSOPHY/STATEMENTS OF BELIEF

- Academic honesty is an ethic, the concept and practice of which should be explicitly taught.
- The individual intellectual property rights of all individuals should be respected.
- All students deserve credit for their own work and only their own work.
- Products of group work should reflect appropriate collaboration as well as individual contributions.
- Students are responsible, but not solely responsible, for the practice of academic honesty, and must take advantage of supports provided. Teachers should also be tasked with the proactive teaching of academic honesty and the promotion of the academic honesty policy.
- Parents shape students' values and should be part of a school-wide effort to educate students about academic honesty and be cooperative parties in enforcing the academic honesty policy.
- Clear, consistent, and fair consequences should be applied for students who do not meet the standards of academic honesty. Consequences should begin with restorative practice so that students have the opportunity to learn from their mistakes and correct their actions. Consequences may also include punitive action.
- Parents should be involved in corrective action towards addressing academic honesty.
- This Academic Honesty Policy, and all IB-aligned policies of the Senn-Peirce partnership, should be regularly reviewed by various stakeholders.

PRACTICES

The following practices apply to MYP students at Peirce and all students at Senn High school. Additional practices apply to 11th and 12th grade students as indicated.

● STUDENT RESPONSIBILITIES

- Senn and Peirce students are asked to display academic honesty in all of their work, including written submissions, exams and other assessments, and any group work or individual assignments.
- Senn and Peirce students are regularly responsible for the production of their own original and authentic work using their own words and phrases.
- Students are responsible for citing sources as prescribed by their teachers (see teacher responsibilities), and refraining from plagiarism and collusion.
 - Plagiarism is defined as copying the words or ideas of someone else and not giving them due credit. Examples include copying and pasting phrases, sentences, ideas or graphics from any source, including another student without referencing the original author.
 - Collusion is defined as two or more students conspiring to inappropriately collaborate wherein one student claims undue credit for another's original words or ideas. Examples of collusion include one student sharing work with another student who turns it in as his own, one student giving another answers to an assessment, or one student allowing another to copy answers.
 - When collusion involving plagiarism occurs, as in the above examples, both the student sharing work and the student copying the work are considered to be engaging in the act of collusion.
 - Collusion is different than appropriate collaboration, which students are encouraged to do in working with their peers. However, if a student turns in a piece of work done collaboratively, that should have been done independently, this would be a violation of the Senn-Peirce Academic Honesty policy.
- Students should avoid suspicious looking activity that could lead to an accusation of academic malpractice. For example, students should not look through their bags during an exam, as this could be construed as an attempt to obtain answers.

- Students must acknowledge receipt of the Academic Honesty Policy at the start of each school year.

In addition for 11th and 12th grade:

- Students and their parents must acknowledge receipt of the Academic Honesty Policy at the beginning of the junior and senior years and during the introduction of the Extended Essay Process for DP students (February of the May exam session)
- Students must upload ALL graded written assignments, including assessments sent to external examiners, to *Turnitin*
- Students must attend conferences as required by their teachers to discuss written works in progress so that authenticity can be verified

TEACHER RESPONSIBILITIES

- Teachers emphasize the importance of academic honesty during instruction
- Teachers provide instruction on proper citation and other practices relevant to academic honesty. Specifically, teachers provide instruction on and require the use of either the American Psychological Association (APA) or Modern Language Association (MLA) formatting of source citation. Examples of such instructional support include, but are not limited to the following:
 - direct instruction of research steps and citation procedures
 - formal and informal reminders to students before and during relevant assignments
 - providing lists of conventions for acknowledging sources at the beginning of a research assignment
- Teachers also provide research skills-based instruction to help students identify and properly cite credible sources, and evaluate the credibility of all sources referenced in student work.
- Teachers provide support for students and opportunities for student practice of research and citation procedures in all subject areas.
- Teachers promote academic honesty by assisting students in delineating between collaboration and collusion.
- Teachers communicate the consequences of academic dishonesty to students and parents at the beginning of each course.
- Teachers must report breaches of the academic honesty policy to the IB Coordinator or designee as detailed in the Procedures section of this document.
- When a student makes a mistake in judgement or execution that leads to academic dishonesty, the teacher will first explain to the student why what he or she did is an example of academic dishonesty. The teacher is also responsible for providing the support that would enable the student to avoid engaging in academically dishonest practices in the future.

In addition for 11th and 12th grade:

- Teachers must note in all diploma subject course syllabi that the school's academic honesty policy will be applied
- Teachers must have an active an *Turnitin* account and require all students in diploma courses to submit graded written assignments through *Turnitin*
- Teachers are expected to familiarize themselves with classroom tools available through Turnitin for assistance with writing instruction
- Teachers are required to use Senn Student Logger to enter incidents involving academic malpractice

PARENT RESPONSIBILITIES

- Parents must acknowledge receipt of the Academic Honesty Policy at the start of each school year.
- Parents should discuss the Academic Honesty Policy with their child and support the efforts of teachers in helping the student understand the policy.
- Parents must attend conferences, when required by the school, to review suspected instances of academic malpractice by their child.
- Parents should support corrective action requested of the student following a violation of the Academic Honesty Policy.

● SCHOOL RESPONSIBILITIES

- The Academic Honesty Policy is published on the schools' websites.
- The schools ask all students and their parents/guardians to acknowledge receipt of the policy at the start of each school year.
- Senn and Peirce clarify the Academic Honesty Policy for all faculty and provide instructional support for the teaching of academic honesty, as needed.
- Senn provides support for determining the authenticity of student work (i.e. Turnitin)
- Senn and Peirce convene an Ethical Practice Review Committee when appropriate to consider instances of academic malpractice. The Committee consists of the school principal or designee, a teacher representative, the student's counselor and either the IB Diploma Programme Coordinator and IB Middle Years Programme Coordinator (SENN) or the IB Primary Years Coordinator and IB Middle Years Programme Coordinator (PEIRCE).

In addition for 11th and 12th grade:

- The school must pay the annual fee for school-wide access to *Turnitin* and must ensure every teacher has an active account
- The school must arrange support for teachers to use instructional tools available on Turnitin so students have opportunities to self-evaluate their writing
- The school must work with school administration to assist teachers with communicating a clear and consistent message about academic honesty throughout the school.
- The school must ensure each student has access to technology required to submit all graded written assignments to Turnitin.
- The school must ensure the Academic Honesty Policy is available to students and parents.
- DP coordinator reviews the academic policy with all diploma students during the Extended Essay introductory session. A paper copy is given to each candidate for his/her signature and a parent's signature
- Time during the Extended Essay introductory session is dedicated to explaining how academic honesty is verified during the Extended Essay research and writing process (i.e. conferences, viva voce)
- The DP coordinator must arrange instructional support for students on proper documentation of sources for the Extended Essay

Examples of behaviors that exemplify the Senn-Peirce Academic Honesty policy include (but are not limited to) the following:

- Students complete assignments independently, unless explicitly given permission to collaborate.
- Students contribute equitably to group work.
- Students appropriately use assistive technology and other supports as allowed under a student's Individualized Education Plan (IEP).
- In collaborative groups, all group members are acknowledged and recognized.

- Students cite all internet and other sources of information utilized in their work.
- Students follow the APA or MLA Guidelines for style and format when citing sources of information, ideas, and graphics.
- Students demonstrate good judgment by referencing credible sources.
- Students in the Diploma Programme, in particular, have conversations with their teachers regularly about the progress of their work.

Examples of behaviors that violate the Senn-Peirce Academic Honesty policy include (but are not limited to) the following:

- Students complete assignments collaboratively without having permission to do so.
- Students do not complete their fair share of group work or they rely on one group member to “carry” the group.
- In collaborative groups, students do not acknowledge the contributions of all group members.
- Students copy the work of others and present it as their own.
- Students incorporate unoriginal information, ideas, and graphics without citing their sources.
- Students do not reference internet or other sources.
- Students use Google translator without permission from the teacher
- Students obtain answers to test questions from unauthorized sources. For example, using a cell phone/internet during an exam; copying another student’s answers.
- Students do not submit written assignments as required by their teacher to *Turnitin*.

PROCEDURES & LADDER OF CONSEQUENCES

The following procedures apply to MYP students at Peirce and all students at Senn High school.

Instances of cheating, plagiarizing or other forms of academic dishonesty will be handled according to the following policy:

- Teachers will document any suspected academic malpractice and notify the relevant programme coordinator who will track student behavior.
- The student is always permitted to explain and/or present a defense of his/her actions.
 - If it is the first allegation against a student, and the alleged offense is minor (i.e. it does not involve a major assessment), the teacher conducts a student-teacher conference, informs the parent, and may request that the student re-do the relevant assignment. A restorative, rather than punitive approach is taken.
 - If it is not the first allegation against a student and the alleged offense is minor OR if it *is* the first allegation against a student, and the alleged offense involves a major assessment, the coordinator conducts a student-teacher-coordinator conference, the parent is notified and given the opportunity to attend the conference, and if the facts support a determination that academic malpractice occurred, the student must appear before the Ethical Practice Review Committee. A restorative, rather than punitive approach is favored, but may vary depending on the nature of the offense.
 - If it is not the first allegation against a student and the alleged offense involves a major assessment, the student and parent must attend a conference with the teacher and relevant programme coordinator. In some cases, if the facts support a determination that academic malpractice occurred the student must appear before the Ethical Practice Review Committee. In addition to restorative measures, and depending on the nature of the offense, punishment may include loss of student privileges, school suspension, removal from a special program, and, for high school seniors, notification being sent to colleges/universities to which the student applied, and letters of recommendation for college and scholarships being rescinded.

	1st offense	Multiple offenses
Minor offense	<ul style="list-style-type: none"> - Student-teacher conference - Teacher may request student re-do relevant assignment - Restorative approach is taken. <p>Additionally at Senn:</p> <ul style="list-style-type: none"> - Incident is entered on Senn Student Logger - Parent is informed - practices and procedures stated in the CPS Student Code of Conduct can be applied 	<ul style="list-style-type: none"> - Student-teacher-coordinator conference - Parent notified, given opportunity to attend conference - Restorative approach favored, but may vary depending on offense <p>Additionally at Senn:</p> <ul style="list-style-type: none"> - Incident is entered on Senn Student Logger - If facts reveal academic malpractice, student appears before Ethical Practice Review Committee - No credit is awarded for the relevant work, re-do of the assignment may be considered - practices and procedures stated in the CPS Student Code of Conduct can be applied
Major offense	<ul style="list-style-type: none"> - Student-teacher-coordinator conference - Parent notified, given opportunity to attend conference - Restorative approach favored, but may vary depending on offense <p>Additionally at Senn:</p> <ul style="list-style-type: none"> - Incident is entered on Senn Student Logger - If facts reveal academic malpractice, student appears before Ethical Practice Review Committee 	<ul style="list-style-type: none"> - Student-teacher-coordinator-parent conference - If facts reveal academic malpractice, student appears before Ethical Practice Review Committee - Restorative <i>and</i> punitive approach, determined by Committee <p>Additionally at Senn:</p> <ul style="list-style-type: none"> - Incident is entered on Senn Student Logger - Malpractice may be reported to

	<ul style="list-style-type: none"> - Malpractice may be reported to colleges to which the student has applied or been accepted; letters of recommendation for college and scholarships may be withdrawn - practices and procedures stated in the CPS Student Code of Conduct can be applied 	<ul style="list-style-type: none"> colleges to which the student has applied or been accepted; letters of recommendation for college and scholarships may be withdrawn -Dismissal from the Diploma Programme may be considered -Research essay on academic honesty policies at universities is required, including a reflection that must be discussed at a detention - practices and procedures stated in the CPS Student Code of Conduct can be applied
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Ethical Practice Review Committee

- In some cases, a student is called before the Ethical Practice Review Committee once the school has determined that the facts presented support a determination that the student acted in violation of the Academic Honesty Policy.
- The Committee reviews the facts presented, and uses those facts, in consideration of any prior violations, to determine an appropriate series of consequences for the students, generally to include both restorative and punitive measures.
- The student and parent are called to appear before the Committee to hear the decision that was made regarding consequences, to discuss the implications with the Committee, and to receive guidance on how to best move forward.