ACADEMIC HONESTY POLICY
Pierrefonds Community High School

"Nothing is at last sacred but the integrity of your own mind."

— Ralph Waldo Emerson

Academic honesty is a positive characteristic that Pierrefonds Community High School aims to promote and develop by working together with students, teachers, and parents/guardians.

As students progress through high school, they are expected to submit authentic work that not only represents their original ideas, but also clearly acknowledges the work of others. By the end of Grade 11 (Year 5), these learned skills create lifelong learners who are also responsible, principled, and reflective global and digital citizens. Students are encouraged to provide clear evidence of the research they have conducted by acknowledging their sources. Ownership of information is increasingly unclear because of the internet, thus if students are unsure about how to credit intellectual property, they are encouraged to ask their teacher or librarian.

Teachers are committed to working with students in order to encourage academic honesty across the curriculum. Starting in Grade 7 (Year 1), students are taught how to recognize ownership of work and credit sources accordingly.

Parents/guardians also play an important and direct role in promoting and supporting the same principles of academic honesty at home as are developed at school.

In the MYP, students are faced with a great amount of pressure from parents and peers to achieve academic success. As a school community, it is our responsibility to assist in the students' personal development and to ensure that academic honesty is understood and practiced. Promoting personal integrity is also an important aspect of this policy. At Pierrefonds Community High School, students are expected to adopt the traits of the IB Learner Profile, which are embedded throughout the curriculum and school culture. These IB Learner profile traits serve as a guide for our Academic Honesty Policy and include:

- **Principled:** give credit and cite sources when borrowing primary or secondary sources such as words, ideas, or images
- **Risk-taker:** choose to always do authentic work and report any academic dishonesty
- **Thinker:** consider how to deliver information in a way that is authentic
- **Inquirer:** ask for clarification when necessary
- **Open-minded:** consider how to give credit to others when credit is due by citing sources
- **Communicator:** use your own voice and words by paraphrasing
- **Balanced:** practice self-management skills in order to finish on time
- **Caring:** respect other people' s work and ideas by giving proper credit
- **Reflective:** consider the advantages of being honest and turning in your own work
- **Knowledgeable:** understand the use of citation formats (MLA)

When all of these qualities are practiced, they help promote the type of behaviors and skills needed to be successful in the classroom and future academic endeavors.

Ensuring Academic Integrity

Academic honesty is the responsibility of the entire school community which includes teachers, support staff, and students, and is fostered across the curriculum. This is evident in our school's Approaches to Learning development. ATL skills have applicability across the curriculum and help students "learn how to learn" and become lifelong learners. To support learning and encourage students to complete work with integrity and honesty, PCHS has adopted a number of different strategies:

● Students will learn and practice academic honesty as part of their ATL skill development across all of their subjects and during their Personal Project.

● We use MLA citation for all subjects and grade levels.

● Whenever we use someone else's ideas or words, it is important we give credit to the source (whether internet, book, etc.) using MLA style citation.

● Examples using MLA Style can be found on the library webpage. The website provides a guide with several examples demonstrating how to use in-text citations to reference sources.

● Students will learn how to use MLA citation to properly reference sources. This is done at each grade level. In grade 7, all students attend a workshop given by the school librarian.

● Teachers will teach how to cite using MLA at every grade level and reinforce it during assignments.

● We encourage students to talk with their teachers and the librarian when they are not certain when or how to reference a source.

● Teachers will explicitly inform students whether work is to be completed individually or in groups.

● Students will use process journals in some MYP subject groups (Visual and Performance Art) as well as the MYP Personal Project as a tool for promoting and encouraging academic honesty.

● If a test or formal exam is given, the teacher will remind all students that having their cell phones and all other electronic devices in their possession during the test or exam violates the school's academic honesty policy. At the beginning of the evaluation, the teacher will provide a place in the classroom for these devices but does not claim responsibility for the devices.

Academic misconduct or dishonesty is a severe breach of conduct and may include:

- Plagiarism and/or duplication of work: intentionally or unwittingly representing the ideas or work of another person as one's own
- Collusion and/or cheating such as:
    - Any behaviour that allows one's work to be copied or submitted for assessment by someone else
    - Any behaviour that gives students an unfair advantage
    - Misconduct during an examination

Any incident of academic misconduct or dishonesty may be addressed in the following ways:

- Teacher identifies the infraction and determines the severity
- Teacher informs the level administrator and the IB coordinators
- Level administrator and the IB coordinators investigate the breach
- A meeting is conducted between the student, parent/guardian, teacher, level administrator and IB coordinators where a consequence will be determined
- Student may receive a zero