



LA SCUOLA D'ITALIA
GUGLIELMO MARCONI

Academic Honesty Policy

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La Scuola d'Italia
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Academic Honesty Policy

ACADEMIC HONESTY

La Scuola defines academic honesty as the authentic, intellectual expression of ideas that are owned and sincerely expressed by the individual student. In the way that money is the currency of commerce, ideas are the currency of a school, and their integrity must be protected by the policies and procedures of the institution.

La Scuola's mission emphasizes the importance of classical virtue — at the core of which is a strong sense of fairness and justice. Honesty in academic work places all students on equal ground. It allows each of them to succeed or fail with the same set of tools. This perspective is in line with the definition of a "Principled Learner" from the IB Learner Profile.¹

Honesty in academic work is also an opportunity for students to demonstrate that they respect their own minds. It represents an honest relationship with their peers and their teachers. Whether a student is turning in homework, taking a test, writing a paper, or performing a presentation, a teacher assumes that the student's work, unless otherwise cited, is the authentic, intellectual expression of ideas that are owned and sincerely expressed by the student.

Finally, La Scuola has a population of international students — many of whom are with us for only a short period of time — that we are obligated to guide and instruct in the standards and expectations regarding academic work. As such, academic honesty is an integral part of our cross-cultural orientation, teaching and learning.

STUDENT RESPONSIBILITIES

At La Scuola, our community operates under the idea that all academic work — from homework to class presentations to tests — represents a kind of social contract between students and teachers. Students have the right to expect that their work is read and given a fair and thoughtful assessment by their teachers. Students who present work that is not their own are, in effect, misrepresenting their understanding of the content or material taught and impairing the teacher's ability to accurately assess their learning. To maintain the integrity of the student-faculty relationship, students are responsible for:

- Submitting homework assignments that have been done independently and reflect their own understanding or mastery of the content;
- Submitting essays or research papers that make independent deductions and connections and/or properly reference all outside sources consulted and used;
- Properly crediting ideas, images, and other intellectual or artistic work used in oral or online presentations, websites, etc.;
- Carefully following the MLA 8 Style Citation Format, unless otherwise directed;
- Accurately identifying individual efforts made in group projects and assignments.

¹ "IB Learner Profile." International Baccalaureate Organization.
<http://www.ibo.org/contentassets/fd82f70643ef4086b7d3f292cc214962/learner-profile-en.pdf>



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TEACHER RESPONSIBILITIES

La Scuola's teachers are committed to helping students produce independent work and avoid incidents of academic misconduct by informing them of the policies governing academic honesty and instructing them on how to properly credit the work of others. Specifically, teachers are responsible for:

- Ensuring students understand their expectations for homework assignments, test-taking, and the conduct of research, as is applicable to their discipline;
- Providing students with projects and assignments that introduce them to proper citation formats and best practices in quoting, paraphrasing, and otherwise using the intellectual products of others;
- Providing specific guidelines about the use of the resources available;
- Developing clear rubrics for evaluation and making them available to students in advance of the assignment;
- Encouraging students to develop original work and to be confident in their own ideas;
- Informing parents of their role in maintaining a culture that values academic honesty, as well as the policies and consequences of malpractice;
- Recording all incidents of academic misconduct in the student's permanent file.

In an effort to insure equity of assessment, all students are entitled to have equal testing conditions, including time allotment (with the notable exception for students who require specific and certified accommodations). When administering tests, teachers at La Scuola are required to adhere to procedures that are in place during the Italian Esame di Stato and recommended by the International Baccalaureate Organization. These procedures and best practices include:

- Prescribing where students sit and how the desks are arranged;
- Prohibiting students from getting up from their seats for the duration of a test, and until all students have completed the test;
- Prohibiting students from communicating with other students during the exam or discussing the contents of the exam for up to 24 hours following the exam;
- Prohibiting students from gaining or soliciting information regarding the exam from other students or individuals;
- Requiring that a student's desk remain free of any unnecessary items including electronic equipment, wearable technology, paper notes, books, or guides.²

² "IB General Regulations: Diploma Programme, Art. 20." International Baccalaureate Organization.
<http://www.ibo.org/globalassets/publications/become-an-ib-school/dp-general-regulations-en.pdf>



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Students who miss school on the day of a test are expected to take an equivalent version of the test on the day that they return to school. In this case, it is right and proper for them to expect to take the make-up test under the same types of conditions — and with the same level of supervision — as their peers. As a rule, make-up tests should be administered before school, after school, or at lunch. La Scuola discourages student from missing additional class time in order to make up a test.

SCHOOL ADMINISTRATION RESPONSIBILITIES

La Scuola — it's administrators, teachers, and staff are committed to maintaining an environment of trust, honor, honesty and fairness. Toward this end, the Head of School, the IB Diploma Program Coordinator and other school administrators will:

- Support faculty and staff attendance at and participation in professional development events and opportunities related academic honesty, such as workshops, webinars, lectures, etc.;
- Be well-versed in the guidelines and procedures related to academic misconduct and be prepared to administer them fairly and appropriately in the event of reports of malpractice;
- Assist faculty in keeping students and parents informed about the procedures in place to deal with academic misconduct and its consequences, and the actions they can take to avoid it;
- Ensure that the rules and procedures for the administration of exams are followed;
- Fully document, investigate (and report to the International Baccalaureate Organization, where applicable) possible cases of academic misconduct;
- Support faculty efforts to prevent cases of malpractice.

PARENT RESPONSIBILITIES

Parents can play a very important role in helping their children master the values of honesty and integrity. They are expected to affirm and share the school's Academic Honesty Policy with their children and encourage them to abide by it. Parents are provided a copy of the Academic Honesty Policy at the beginning of the school year or as soon as their child has entered La Scuola. Parent responsibilities include:

- Reading and signing the school's Academic Honesty Policy;
- Talking to their children about the importance of academic honesty;
- Encouraging their children to help cultivate a culture of academic honesty at school;
- Supporting the school's goal to encourage students to cultivate their own ideas by monitoring their children's work at home such as computer use, homework and written assignments;
- Cooperating with the school when their child is found to be guilty of academic misconduct, whether intentionally or by inappropriate referencing of sources.

EDUCATION AND SUPPORT FOR ACADEMIC HONESTY



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During the first or second week of each school year, the school offers all Middle School (Media) and Upper School (Liceo) students an orientation session on the following topics:

- How to do homework.
- How to reference the work of others (quoting, paraphrasing, and citing).
- How to prepare a presentation.
- How to take a test.
- What is academic honesty and why it matters.
- What constitutes academic misconduct.
- What is the school's policy concerning academic misconduct.

New and transfer students who join the school after the orientation session or in the middle of the school year are introduced to the school's Academic Honesty Policy by their class council coordinator as soon as they start attending classes; they also discuss the aforementioned issues with each teacher in one-on-one meetings at the earliest convenience.

The concepts and principles introduced in the orientation session will be scaffolded into the curriculum through age appropriate and interdisciplinary assignments starting in the elementary school. Best practices for producing independent work, completing homework and taking tests will be reinforced throughout I Media or 6th grade. Beginning in the II Media or 7th grade, students are introduced to concepts of proper referencing, including quoting, paraphrasing, and crediting the ideas, intellectual or artistic work of others through research assignments and oral presentations. These skills will be reinforced in III Media or 8th grade in preparation for the III Media tesine — an interdisciplinary research paper and oral presentation, component of the official assessment required by the Italian Ministry of Education.

In the I, II, and III Liceo or 9th, 10th and 11th grades, students will be given written assignments and oral presentations, including essays, research papers and lab reports, where they will be able to hone their research and communication skills, including their ability to reference their sources properly.

Unless otherwise specified, students will use the Modern Language Association (MLA) 8th Edition to format their paper and presentation references and bibliographies.

ACADEMIC MISCONDUCT

La Scuola d'Italia adheres to the definition of academic misconduct prescribed by the International Baccalaureate Organization: "any behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment"; "behavior that may disadvantage another candidate is also regarded as academic misconduct. Any other behaviour that affords an unfair advantage for a candidate or that affects the results of another candidate."³

³ "IB General Regulations: Diploma Programme, Art. 20." International Baccalaureate Organization.
<http://www.ibo.org/globalassets/publications/become-an-ib-school/dp-general-regulations-en.pdf>



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Plagiarism is “the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.”⁴ It is an act of intellectual theft and dishonesty and like all such acts, subverts the values and purpose of La Scuola.

Cheating, which includes taking unauthorized material into an examination room, stealing examination materials, causing a disruption during an examination, or disclosing information about the content of an examination paper within 24 hours after a written examination, is similarly subversive to the values of La Scuola.⁵

Teachers will reinforce the rules and expectations established in this policy with their individual classes; however, students must assume responsibility for their own actions. Claims of ignorance, carelessness or procrastination are not acceptable excuses for cheating or committing plagiarism.

Academic misconduct will be dealt with in a fair, equitable, and timely manner, with an emphasis on providing opportunities for further learning.

Level One Offense: Teachers are obliged to report the incident of academic misconduct to the division coordinator, the IB Diploma Program Coordinator and/or to the Head of School. The teacher will investigate the incident, including meeting with the student or students involved. If it is determined that an incident of academic misconduct has occurred, the student will receive a failing grade of “1” on the test or assignment and the grade will be averaged in for the semester. The Division Coordinator, IB Diploma Program Coordinator, Head of school, and parents are notified as appropriate.

If the incident is deemed to be the result of insufficient understanding of or training in appropriate conduct, especially with regard to plagiarism, additional instruction in the rationale and conventions of proper quoting, paraphrasing, and citing may be assigned.

Level Two Offense: A level two offense is considered a much more serious offense than the first. Again, teachers are obliged to report the incident to the division coordinator, the IB Diploma Coordinator and/or to the Head of School. The student will receive a failing grade for the semester (“4” out of 10 on the Italian scale) in the subject the misconduct took place and the Division Coordinator, IB Diploma Program Coordinator, Head of school, and parents are notified as appropriate.

Level Three Offense: If a student is found to have committed an act of academic misconduct a third time, the student will be recommended to the administration for expulsion from school.

RIGHTS OF STUDENTS ACCUSED OF ACADEMIC MISCONDUCT

⁴ Garza, Celina. “Academic Honesty – Principles to Practice.” International Baccalaureate Organization. 2014.
<http://www.ibo.org/contentassets/71f2f66b529f48a8a61223070887373a/academic-honesty.-principles-into-practice---celina-garza.pdf>

⁵ Garza, Celina. “Academic Honesty – Principles to Practice.”



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In the event that a student is accused of academic dishonesty or misconduct, they are entitled to give a defense of their conduct. If appropriate, they may introduce evidence or have a parent, a peer, or a teacher familiar with their work or the incident present for any discussion regarding the action.

ANNUAL POLICY REVIEW

Each year, the faculty— in consultation with the division coordinators, the IB Diploma Program Coordinator, the Head of School, librarian, school counselor, and other stakeholders —will review the policy on academic honesty to assess the effectiveness of the education, support, and procedural deterrents provided, and make any updates or adjustments needed.



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La Scuola d'Italia Academic Honesty Pledge 2017 – 2018

All students and their parents are required to read and sign the Academic Honesty Pledge and return it to their division coordinators by the end of the first week of school.

1. As a student at La Scuola d'Italia, I will not intentionally cheat or plagiarize.
2. My work will be exclusively my own unless a teacher instructs me to collaborate with my classmates.
3. I will not give inappropriate assistance to another student.
4. I will oppose and not participate in any instance of academic misconduct.
5. I will respect the trust placed in me by my school administration and faculty and by my peers.
6. I realize that if I am found guilty of academic misconduct, I will be subject to the consequences described in the policy.
7. I understand that as La Scuola student, if I am accused of academic misconduct, I have the right to offer a defense and provide an explanation for the conduct or evidence that may contradict the charge.

I have read the Academic Honesty Policy and understand the rules and expectations outlined above.

Student's Signature

Date

Full Name Printed

Grade

Parent or Guardian's Signature

Date