

### Responsibilities of the Academic Integrity Committee<sup>1</sup>

The Academic Integrity Committee (AIC) is charged with the responsibility to administer and advance this Honor Policy. The AIC will sustain its membership by recruiting leaders of the school community to include--administration, faculty and students, as well as parents and other interested community members. The AIC will write and implement a strategic plan to organize their activities to sustain—[link to strategies]

- Community engagement in the shared responsibility of supporting academic integrity through the membership and/or participation in the activities of the AIC,
- Core Values of the school community by regularly clarifying and articulating values that support the advancement of academic integrity,
- Commitments of the school community to sustain the AIC and strategies the AIC uses to cultivate and maintain student and adult support for academic integrity as part of the school's mission, and
- Curriculum of the school and how it focuses students on mastery learning which includes the respect for personal intellectual growth and protection of intellectual property.

The AIC should meet monthly as a full committee to advance its strategic plan.

### Responsibilities of Members of School Community<sup>2</sup>

Each **STUDENT** will maintain and support academic integrity by:

- Completing all assigned work, activities and tests in an honorable way that avoids all cheating, lying, and stealing,
- Understanding the school-wide Honor Policy and Honor Code and annually affirming support with a hand written copy of the Honor Pledge,
- Clarifying with the instructor anything that may be unclear about an assignment, with respect to how the Honor Policy/Code may apply to it,
- Participating in the further development in the Honor Policy/Code during the student's high school career,
- Maintain records of research notes, outlines, rough drafts and reference works to validate individual effort,
- Seek supplemental assistance from teachers, parents or peers to understand lessons and assignments.

Each **TEACHER** will:

- Present the Honor Code in some clear written form to show how they apply the Honor Code to their class, including guidelines for working on assignments in that class,
- Support the school's core values that prioritizes student learning over letter grades,
- Make assignments relevant to academic advancement and life,
- Teach the process of learning and creating academic products while providing sufficient time for products to be completed,
- Include mini-deadlines for academic products that could include (for example) thesis statements, research notes, outlines and drafts,
- Be accessible outside of class for students to seek help with questions and other learning needs,
- Collaborate with other teachers and departments to avoid multiple large projects coming due at the same time,
- Maintain the integrity of the evaluation/testing process (use multiple forms, seek responses that require thinking and not just facts, provide sufficient spacing of students, maintain supervision),

<sup>1</sup> The School for Ethical Education, non-profit agency, <http://www.ethicsed.org/programs/integrity-works/index.htm>

<sup>2</sup> Radnor High School, Radnor, PA – Public –

[http://radnortsd.schoolwires.com/60020315135951217/lib/60020315135951217/honor\\_code\\_07aug30.pdf](http://radnortsd.schoolwires.com/60020315135951217/lib/60020315135951217/honor_code_07aug30.pdf)

- Use the evaluation/testing process as a teaching strategy (recognize all test prep, exams and exam results as teaching opportunities),
- Evaluate and test what you teach,
- Explain the use of permissible study aids – including tutors – in coursework,
- Check student papers for plagiarism,
- Report to the Honor Council any violations of the Honor Policy that are serious enough to have incurred discipline in that teacher’s class, and following through on the consequences authorized by the Honor Council after administrative review.

Each **ADMINISTRATOR** will:

- Support publication of the Honor Code and Pledge in the student and faculty handbooks and the Honor Policy on the school’s website ,
- Facilitate ongoing conversations and reflection about the Honor Policy and Honor Code,
- Supervise the administration the Honor Council and its fair and consistent consequences for offenses of the Honor Policy,
- Maintain confidential records of Honor violations,
- Report “de-identified” (confidential) violations of the Honor Policy to the Academic Integrity Committee to be used as a tool for further teaching and reflection about academic honor,
- Support the Academic Honor Committee with annual budget.

Each **PARENT/GUARDIAN** will:

- Review and understand the Honor Code and honor guidelines for individual teachers’ classes
- Communicate your support for the school’s core values and Honor Code and discuss with your student their opinion of academic integrity and its relevance to their education,

Support the imposition of consequences if the Honor Code is violated and discuss with your student the value of maintaining academic integrity.

**The Honor Council** is responsible for reviewing specific cases in which the Honor Code may have been violated and making recommendations to the school administration. The Honor Council will:

- Provide confidential reporting and hearing process for students or faculty to report suspected Honor Code violations,
- Suspected Honor Code violations will be forwarded to an Honor Council Executive Committee to determine if reported violations requires the review of the full Honor Council,
- The Executive Committee will inform relevant individuals of the Honor Council hearing date, time and location and require student(s) in question to confirm notification of parents/guardian,
- During a hearing, the Honor Council will seek and review relevant information from the reporting individual(s) and from the student(s) in question of Honor Code violations,
- The Honor Court will decide by consensus whether or not the Honor Code has been violated.
- If the Honor Code was violated, the Honor Council will identify an appropriate consequence,
- The Honor Council will refer facts of the case and recommendation of consequences to the school administration,
- After learning the administration’s decision, the Honor Council will inform student(s) in question and reporting individual(s) of the decision and any associated consequences.
- The Honor Council will maintain secure and confidential records of all hearings. These records will be destroyed at the conclusion of the students’ graduation year. (see Honor Council)