Academic Honesty in the Senior Project

West Sound Academy students working on the Senior Project are required to abide by the school's Academic Honesty policy, as specified in the Parent-Student Handbook.

Academic Honesty

West Sound Academy teaches students how to use information and ideas ethically and holds students accountable for honest work.

Student responsibilities:
- Turn in work that is one’s own, with ideas and information from other sources clearly and correctly cited
- Use only the tools and resources permitted for each assignment
- Turn in original work for each assignment unless special arrangements have been made to allow submission of the same work for two different assignments
- Not allow another student to turn in work that he or she did not complete as his or her own

Teacher responsibilities:
- Provide students with clear guidelines about how much help from peers and adults is appropriate on a given assignment
- Explain and model how to incorporate researched information into projects and papers
- Explain and demonstrate correct citation protocols
- Explain the difference between collaboration and collusion

Academic dishonesty includes:
- Plagiarism - copying of another person’s ideas and/or work, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or work as one’s own
- Improper citation - deliberate and/or consistent lack of proper documentation and citation in projects or papers
- Collusion - allowing another student to submit work that he or she did not complete as his or her own
- Duplication - submission of the same work for different assessment requirements without teacher permission
- Unfair advantage - use of unauthorized materials, tools, electronic translators, or collaboration during an assignment or assessment

Consequences for Academic Dishonesty
- First offense, meeting with the teacher and advocate
  - Reduced credit for original assignment
  - Make-up assignment required so student practices correct paraphrasing and citation protocols
- Repeat offense or significant plagiarism: meeting with the Head of School, teacher, parents and advocate
  - No credit for original assignment
  - A letter in the student’s academic file detailing the offense
  - Notification of parents

In especially serious cases, the administration may take disciplinary action and/or may convene an honor council to determine an appropriate disciplinary action.