

Rock Ridge -Academic Honesty Policy

(The most recent date for reflection and review of this document was on Monday, November 1, 2021 during our Professional Learning Community time.)

By displaying academic honesty students are reflecting the IB Learner Profile. The four main attributes that reflect academic honesty are:

- **Principled:** We act with integrity and honesty, with a strong sense of fairness and justice and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
- **Caring:** We show empathy, compassion and respect.
- **Risk-takers:** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
- **Thinkers:** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions. By choosing to adhere to these attributes, students are choosing not to take part in academic misconduct.

Choosing not to take part in academic misconduct means students value learning and are working in accordance with the learner profile – they are conducting themselves as principled, caring, risk-taking and thinking individuals in all areas of their academic work.

Professional Responsibility of Staff:

It is the professional responsibility of all staff members to be fully aware of the content of this document and all documents referred to in this policy, so as to communicate the information accurately to the school community. If more information is needed, it is the staff member's responsibility to contact the coordinator for clarification. It will be assumed this document and documents to which this document refers, are adhered to.

Purpose of Academic Honesty Policy

The purpose of an Academic Honesty Policy is to ensure that our school's procedures for these practices are transparent, fair and consistent. It describes the rights and responsibilities of all members of the school community so that everyone understands what constitutes good practice, and misconduct, and what actions are to be taken if there are transgressions.

What is Academic Honesty?

IB learners' work needs to exemplify the values of honesty and integrity, while remaining committed to the inquiry-action-reflection cycle. Academic honesty can be considered an anchor that leads learners to assume responsibility and ownership of the work produced by them as also acknowledge any external source that they might have used. In this day and age of rapid technology advancement, IB World Schools need to take care that learners do not plagiarize and/or collude with fellow classmates and promote originality in the work that they produce.

Rock Ridge Elementary values originality of thought and creation and aims to raise our students to be truly principled thinkers and reflective communicators. Our academic honesty policy is directed towards promoting and encouraging these traits in our community and upholding them in all of our practices.

What is considered academic dishonesty?

While we do understand that the given conditions of academic dishonesty may not always be deliberate, we also want our community to be aware and conscious of what constitutes 'dishonesty' in their academic life and the kind of consequences it entails.

Academic dishonesty can, generally speaking, take on several forms:

1. Plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.
2. Copying: taking the work of another student, with or without his or her knowledge and submitting it as one's own.
3. Assessment cheating: communicating with another classmate or bringing in unauthorized material; ie. a "cheat sheet"
4. Collusion: External/ internal help that can lead a student to be academically dishonest. This could be an external aid; like a friend, a parent or a teacher.

The school encourages academic honesty in our PYP program by:

- discussing the meaning of appropriate help regularly with parents
- ensuring parents and learners understand what the learner profile values mean
- making clear what will happen if submitted work is not the learner's own.

Teachers encourage honest, creative PYP work by:

- creating inquiry-based assessment tasks, which rely on a child's creativity and application of skills rather than mere fact collection
- designing assessment criteria that value and reward the work required, rather than only the result
- teaching ways to acknowledge others in their writing like the use of quotation marks
- teaching students to reflect on what they have written so that they have the chance to realize if they have been dishonest

If a teacher suspects that a student may have breached the school's standards of academic honesty, he or she will inform the coordinator. The student will be provided a chance to explain himself/herself. The teacher/s will investigate the matter and look for evidence of academic dishonesty.

If it cannot be shown that there is work which is clearly inappropriate, the student will be found not guilty of dishonesty and no record will be kept of the matter.

If there is adequate proof of dishonesty, the Program Coordinator will make a recommendation to the School Principal and an appropriate consequence will be applied based on individual cases.

Parents of the student will be kept informed in such circumstances and may be called in for a conference with the concerned teacher(s).

Consequences of Academic Dishonesty

The action taken on a student who has been accused of academic dishonesty will depend on which category the action falls under. The examples of incidents are given below. The teacher, along with the school principal, will then decide the level of action to be taken.

Category 1 incidents include but are not limited to:

1. Copying homework or allowing homework to be copied
2. Taking information from another source that is not properly attributed
3. Working with others on an assignment that was designed as independent work
4. Looking at another's assessment
5. Letting another student copy your work during a task or assessment

Category 1 consequences:

1. The teacher in the classroom will deal with incidents. Students who are caught cheating or plagiarizing will not receive a grade or score for the work.
2. The student will be expected to re-do the work for an accurate score within the time frame specified by the teacher.
3. Teachers who confirm that a student has committed any of the above will report the incident to the IB Program Coordinator and, according to his/ her judgment on the details of the incident, he/ she will recommend the behavioral consequence(s).
4. Any second infraction will result in a category two consequence
5. Dishonesty regarding academic work will be recorded in the progress report.

Category 2 incidents include, but are not limited to:

1. Taking papers from the internet, other publications, or other students without proper citation
2. Taking any part of a test to use or give to others
3. Submitting any kind of work that has been written/produced by another

Category 2 consequences:

1. Incidents are severe and will be dealt with by the teacher, the IB Coordinator, and/or the School Principal.
2. Students who are caught in a Category 2 violation will not receive a grade or score for the work.
3. They will be expected to re-do the work for an accurate score within the time frame specified by the teacher.
4. Dishonest academic work will be recorded in the progress report.

Category 3 incidents would include, but are not limited to:

1. A repeated pattern of Category 1 or 2 incidents.

2. Lying or deceit regarding academic work (i.e. after cheating in the first place).

Category 3 - Consequences:

1. These incidents are extreme and will be dealt with by school administration.

Role of parents in promoting academic honesty:

- Be aware of the academic honesty policy.
- Motivate and support students at home to be original in their work by restricting adult involvement as much as is appropriate.
- Discourage procrastination and encourage effective time management.

Role of admin in promoting academic honesty:

- Have an established progression of consequences when dishonesty occurs
- Establish a school culture that actively encourages academic honesty
- Academic Honesty Policy to be placed in the school policies with general consequences
- Not to assume that everybody is aware of academic honesty

Basic guidelines to avoid academic dishonesty:

- Make clear which words, ideas, images and works are not your own (including maps, charts, musical compositions, videos, presentations, and any other material).
- Give credit for copied, adapted and paraphrased material.
- When using text, make clear where the borrowed material starts and finishes.
- All sources cited in the text must also be listed in the bibliography (or reference list/ list of works cited) and all sources listed in the bibliography (or reference list/list of works cited) must be cited in the text.
- Acknowledging the work of others: Proper citation is a key element to academic integrity.

****More guidance can be found in the IB publication. Effective citing and referencing available in the Digital toolkit section on the IB website****