



# THE ROCK SCHOOL

A Foundation *for* Flourishing

## ACADEMIC HONESTY POLICY

### **The Rock School Vision Statement**

The vision of The Rock School is to make disciples of Jesus who possess the knowledge, skills, and attitudes to courageously cooperate with God in the work of redeeming the world.

### **IB Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **Purpose**

This policy outlines the definition of academic misconduct and the responsibilities of the school, teachers, parents, and students in upholding the highest standards of Academic Honesty.

### **Philosophy**

As learners made in the image of God, we want to exemplify those characteristics that reflect the character of God. A key component of this is to be honest and true, demonstrating integrity in all we do. This reflects the IB Learner Profile characteristic of being Principled. If we cannot trust the academic integrity of others, our academic enterprise is significantly hampered and undermined.

Although we create a policy to guide our actions in particular circumstances, we fundamentally believe honesty and integrity begin and end in our hearts. Consequently, we are dedicated to creating and maintaining a culture where honesty is praised and supported; we want to live with nothing to hide. The more we exemplify integrity in all we do, the more it permeates who we are and how we interact with one another. It is for this reason that we promote, teach, and enforce the academic integrity of the work of our administration, teachers, and students.

## Principles and Definitions

### *What is Academic Honesty?*

- A posture of integrity in how we see and conduct our academic work because we uphold the Biblical Eighth and Ninth Commandments (You shall not steal; You shall not bear false witness). By being honest in all we do, we exemplify a life of (academic) honesty.
- Performing all academic work without plagiarism, cheating, lying, tampering, stealing, sharing, or receiving unauthorized or illegitimate assistance from any other person.
  - Academic Work refers to any act performed in connection with work required to be submitted, being prepared to be submitted, or actually submitted for academic advancement in connection with courses and programs offered by the school.
- Undertaking research honestly, always respecting intellectual property by acknowledging all ideas and work of others, including written sources and beyond, such as visual, audio, graphic, art, letters, lectures, interviews, broadcast, maps, tweets, etc.
- Showing proper conduct during exams or other assessments.
- Promoting a culture of honor that is not tolerant of academic misconduct.

### *What is Academic Misconduct?*

According to the IBO (Diploma Programme Assessment Procedures, 2020), academic misconduct includes but is not limited to:

- Plagiarism: representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. This includes the representation of the ideas or work of another person as one's own. Also copying a passage of text, translating this passage into another language, then using the translated text in their work without acknowledging its source constitutes plagiarism.
- Collusion: supporting academic misconduct by another candidate, as in allowing your work to be copied or submitted for assessment by another candidate.
- Duplication of Work: the presentation of the same work for different assessment components. This can include self-plagiarism where one does not give credit for earlier work completed by that same student.
- Fabrication of Data: the manufacturing of data for an experiment or mathematical exploration or project.
- Inappropriately Disclosing Information: the sharing or receiving of information from another student about the content of an exam or assessment.
- Paraphrasing Without Citation: taking another person's ideas or words and writing them in your own words but not providing a proper citation.
- Misconduct: any other behavior that gains an unfair advantage for a student or that affects the results of another student. Examples of misconduct are:
  - taking unauthorized material into an examination room (such as cell/mobile phone, other electronic devices, written notes).
  - leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination.
  - any attempt to disrupt the examination or distract another student.

- exchanging information or in any way supporting the passing on of information to another student about the content of an examination.
- failing to comply with the instructions of the invigilator (proctor) or other members of the school's staff responsible for the conduct of the examination.
- impersonating another student.
- stealing examination papers.
- using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper.
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.
- falsifying a record, e.g. CAS.

#### *What is not Academic Misconduct?*

- Collaboration: is a process (not to be confused with collusion) in which all partner names are transparently documented with corresponding credit when an assignment is submitted.
- Paraphrasing With Citation: taking another person's ideas or words and writing them in your own words and providing a proper citation.

#### *How can a student avoid plagiarism?*

- Step 1: Create a bibliography or works cited page. Providing proper citation gives credit where credit is due. Depending on the course discipline, students will follow the appropriate format for citation, whether MLA (Modern Language Association) or APA (American Psychological Association).
  - MLA Works Cited Example Entry:  
Del Castillo, Inigo. "How Not to Kill Your Houseplants, According to Botanists." Apartment Therapy, 29 Jan. 2020, [www.apartmenttherapy.com/houseplant-tips-botanists-36710191](http://www.apartmenttherapy.com/houseplant-tips-botanists-36710191).
  - APA Bibliography Example Entry:  
Whitehead, M. (2019). Teachers look at supervision - ASCD. [http://www.ascd.org/ASCD/pdf/journals/ed\\_lead/el\\_195211\\_whitehead.pdf](http://www.ascd.org/ASCD/pdf/journals/ed_lead/el_195211_whitehead.pdf).
- Step 2: Use in-text (parenthetical) citations to acknowledge original authorship.
  - MLA Example:  
The most notorious foreign lobby is the "Sugar Mafia" (Howe and Trott 134).
  - APA Example:  
The most notorious foreign lobby is the "Sugar Mafia" (Howe and Trott, 2019).

## **Roles and Responsibilities**

### *School Responsibility:*

School leaders will strive to create and maintain a culture where honest thinking is visible and work is encouraged and applauded. The school will work together to keep this academic policy up-to-date, published publicly in our Back-to-School resources, and taught (professional development for teachers, parent education, supporting teachers in the teaching of students), so all stakeholders understand and enforce the policy and work to ensure fairness and consistency across the school community. Additionally, a shared assessment calendar will be maintained with the goal of scaffolding deadlines within grade levels. Academic leaders are instrumental in facilitating a redemptive and fitting process in cases of academic misconduct.

### *Teacher Responsibility:*

As facilitators of the learning environment, teachers are responsible for reviewing this Academic Honesty policy with students, communicating subject-specific examples and scenarios throughout the school year, and following procedures outlined in this policy, including reporting all incidents of academic misconduct to the student's parent(s) and the dean. Teachers must also act as role models of academic honesty and integrity who support students with clear expectations, adequate scaffolding in time-management, as well as Approaches to Learning so that research skills, including those needed to credit sources and avoid plagiarism, are taught and developed. Teachers must promote the development of conceptual understanding, providing opportunities for authentic products, rich in critical thinking rather than summarized products. As enforcers of the academic honesty policy, teachers must be diligent in checking for authenticity. For most writing assignments, teachers will employ TurnItIn (our plagiarism-checking software) to check for authenticity and proper citation. This powerful tool is not wielded primarily to catch students, but rather to teach and educate them on the proper use of sources in their writing.

### *Parent Responsibility:*

As the key support system in learners' lives, The Rock School parents are responsible for supporting the school community's pursuit of academic honesty by talking with their children about the values of honesty in all student work and encouraging their children to promote integrity with their peers. Parents are responsible annually for reviewing the Academic Honesty policy and following and supporting the outlined procedures if an academic misconduct incident should occur, seeking to address and correct the breach of honesty with their child.

### *Student Responsibility:*

All students of The Rock School are expected to grow in and develop the ten characteristics of the IB Learner Profile. One of the characteristics of an IB student is that they are principled. Principled students take responsibility for their conduct seeking to live rightly in God's world without anything to hide. Students that are principled should be truthful, sincere and straight-forward in their relationships and academic pursuits, creating and learning from a posture of integrity.

The student is expected to uphold this policy in completing all school-related work. No assignments are exempt from this policy.

## **Consequences of Academic Misconduct**

A demerit system is to be used for grades 6-12. Students receive demerits for Level I, II, & III infractions. Academic misconduct is a Level III infraction. In all cases of academic misconduct, teachers and/or administrators will contact parents, provide training, and work with the student to address the conduct and provide the opportunity for wiser choices.

Action taken for Level III offense:

- 5 Demerits
- Detention OR Suspension (for 1 – 3 days)

Importantly, because we want a student's academic grade to be an accurate reflection of their learning (reflected in our assessment policy), students will be required to correct and resubmit the assignment without a grade penalty for academic misconduct. Consequences, other than correcting the assignment, will be applied outside the formal classroom setting.

## **Communication of Policy**

The staff of The Rock School will annually review the policy in the first 6 weeks of school in a Wednesday professional development session. All students and parents will receive the policy in our handbook (digitally on website and upon acceptance to school). The dean and a designated teacher at each grade level will be responsible for unpacking the policy with students, focusing on what misconduct is and isn't as well as consequences of misconduct.

All teachers are responsible for providing subject specific examples of academic honesty within each unit or before a specific type of activity (transition from collaboration to individual learning or first time using citations).

## **Policy Review Cycle**

This policy will be reviewed and revised as needed by members of the Pedagogical Leadership Team, Dean of Students and a cohort of teachers every other year.

## **Resources**

The following resources were used to develop this policy:

[Academic Honesty in the IB educational context](#)

[IB Academic Integrity Policy](#)

[William Howard Taft High School Academic Honesty Policy](#)

[White Rock Christian Academy Academic Honesty](#)

[MVCS Academic Honesty Policy](#)