

Rock Ridge Elementary School Academic Honesty Policy

The most recent date for reflection and review of this document was on Monday, September 21, 2026 during our Professional Learning Community meeting.

Philosophy & Purpose: Academic honesty at Rock Ridge Elementary reflects the International Baccalaureate (IB) Learner Profile, grounding student inquiry, reflection, and action in integrity and personal responsibility. This policy establishes transparent, fair, and consistent expectations so all community members understand good practice, what constitutes misconduct, and corrective procedures. Staff members maintain a professional responsibility to accurately communicate and uphold these standards.

IB Learner Profile Alignment

- **Principled:** Students act with integrity, fairness, and respect, taking responsibility for their actions and academic output.
- **Caring:** Students demonstrate empathy, compassion, and respect for the intellectual property and efforts of others.
- **Risk-Takers:** Students approach academic challenges with forethought and determination, exploring original ideas independently and cooperatively.
- **Thinkers:** Students apply critical thinking to make reasoned, ethical decisions regarding their learning.

Definitions of Academic Misconduct

- **Plagiarism:** Submitting work, words, ideas, pictures, or information produced by someone else as one's own.
- **Copying:** Taking the work of another student, with or without their knowledge, and submitting it as one's own.
- **Assessment Cheating:** Communicating with peers during an assessment or using unauthorized materials (e.g., cheat sheets).
- **Collusion:** Receiving or providing unauthorized assistance (from peers, parents, or external sources) that compromises independent student work.

Community Responsibilities & Prevention

- **Teachers:** Design inquiry-based tasks that reward creativity and skill application rather than fact collection; teach citation practices (e.g., quotation marks, bibliographies); and embed self-reflection into assessments.
- **Parents:** Support student originality by discouraging procrastination, promoting time management, and restricting adult involvement to appropriate levels.
- **Administration:** Cultivate a school culture of integrity, maintain an established progression of consequences, and ensure policy visibility.

Incident Categories & Consequences

- **Category 1 (Minor Misconduct):** Includes copying homework, uncredited source information, unauthorized collaboration, or looking at another's test.
 - *Action:* Managed by the classroom teacher. The student receives no score until the assignment is redone for an accurate score within a set timeframe. Incidents are reported to the IB Coordinator, logged on the progress report, and assigned behavioral consequences as needed. Repeat infractions escalate to Category 2.
- **Category 2 (Major Misconduct):** Includes using un-cited papers from the internet/publications, taking test materials, or submitting work produced by another person.
 - *Action:* Managed jointly by the teacher, IB Coordinator, and Principal. The student receives no score until work is redone, and the violation is recorded on the progress report.
- **Category 3 (Severe Misconduct):** Includes a repeated pattern of Category 1 or 2 violations, as well as lying or deceit regarding academic work.
 - *Action:* Extreme cases handled directly by school administration.

Citation & Referencing Standards

- Clear differentiation must be made between original work and external sources (including text, maps, charts, images, presentations, and videos).
- Inline citations must directly match entries in the bibliography/works cited list, adhering to official IB publication guidance on effective citing and referencing.