

“Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.”

IB Academic Integrity Guide

Fairfax County Public Schools | IB Schools Academic Honesty Policy

Fairfax County Schools encourage students to demonstrate the ability to work interdependently within groups to increase productivity and achieve common goals. Students should act responsibly and ethically. To develop academic honesty in all students, FCPS views cheating and plagiarizing as unacceptable behaviors that have moral and legal implications. Cheating is violating established rules and codes of ethics. Plagiarizing is falsely claiming authorship. Cheating and plagiarizing are serious offenses.

Implementation of the Academic Honesty Policy at Robinson Secondary School

In addition to following the county policy regarding academic integrity, Robinson IB students and administration worked to create common Ram Values: Integrity, Innovation, Empathy, Accountability and Resilience. Monthly school-wide lessons take place focusing on these RAM Values and their integration (<https://robinsonss.fcps.edu/about>). Robinson’s Vision Statement also addresses our focus for academic integrity: Robinson Secondary School is committed to building an environment where academic, social, and ethical growth is expected and where students share in and accept the responsibility for their learning (<https://robinsonss.fcps.edu/about>).

Academic Misconduct Defined

The IB defines academic misconduct as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components. Academic misconduct includes:

- **Plagiarism**—the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- **Collusion**—supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another
- **Duplication of work**—the presentation of the same work for different assessment component
- Any other behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections)

Specific examples of student behavior that constitute academic misconduct (including, but not limited to):

- Communicating with other students during an individual assessment, whether in the classroom, out in the hallway, or through technology such as texting and emailing
- Use of undocumented material in one’s paper or presentation, presented as if the material is the student’s original idea and/or phrasing
- Failure to take responsibility during a collaborative assignment but accepting the grade or mark for the work that was completed by others
- Using technology such as smartphones to access information during an exam or test

- Translating work using Google Translator rather than doing the translation oneself
- Copy another student's work on an assessment or on a homework sheet or set of problems, and present it as one's own work
- Bring prohibited outside material to use on an assessment, to include accessing unauthorized resources to prepare for or use during assessments
- Failure to value assigned tasks
- Intentionally missing class on assessment days

Student Responsibilities

- Students who do not understand concepts and material that will be assessed in a class have a number of options:
 - Robinson runs two or three 45 minute remediation periods (known as RAISE) each week. Students can meet with teachers during that time to receive extra help and assistance in completing assignments.
 - Student tutors are also available during RAISE.
 - Teachers are also available after school, with late bus transportation provided 3 days a week.
- By actively seeking help, students avoid the temptation of academic misconduct
- Students should turn off their phones upon entering a classroom or exam setting
- When assigned group tasks, students should work together from the beginning to clarify responsibilities, establish a timeline, and take on manageable tasks. The group should keep the teacher informed if members are struggling to complete their responsibilities so that the teacher can step in.
- Students should adhere to schedules set by teachers for steps in a task such as an Internal Assessment so that they can work at a comfortable pace and do not run into too much to do with not enough time at the final deadline
- Teachers at Robinson maintain class sites where students can access class materials and read updated announcements. Accessing these resources regularly helps students to avoid situations where they are unaware of requirements and due dates.
- Proper citations should be created in MLA or APA format. Multiple resources on examples and conventions of proper citations can be found on Robinson Library's Citations Lib Guide. In addition, Noodle Tools software has been provided by FCPS to aid students in properly attributing and citing sources. Robinson's librarians incorporate instruction on proper attribution, citation, and intellectual property rights as part of all lessons involving research.

Teacher Responsibilities

It is incumbent upon the staff to:

- Teach skills, scaffold assignments, and talk openly with students about principled behavior and making ethical choices
- Make clear the relevance and value of assignments
- Create assessments that encourage honesty
- Use modeling and practicing to create confidence in students and, in certain disciplines, offer revision opportunities before a grade is given
- Give credit to the resources that they use in handouts and power points as a way of demonstrating expectations for crediting the work of others
- Reporting the violation to the student's counselor and administrator as well as IB Coordinator, National Honor Society Sponsor, coaches and activity sponsors as appropriate
- Finally, to ensure the authenticity of student work, students and teachers should have a shared understanding of collaboration versus collusion. Collaboration, when authorized by teachers, allows

students to share ideas and information towards a common goal. The final product may be joint or individual, depending on teacher instruction. The line into collusion is crossed when another student's work is submitted as one's own without attribution and/or when working jointly on an assignment has not been authorized by the teacher

School Responsibilities

- The IB coordinators annually engage teachers in discussion concerning academic honesty, including the expectations of the International Baccalaureate.
- Professional development, delivered by our faculty members and offered through Fairfax County Public Schools, George Mason University and IBMA (IB Mid-Atlantic Association) provide teachers with approaches to teaching and learning that assist student learning.
- The school ensures that all teachers take part annually in professional development that encourages best practices.
- The school works to establish a climate of open communication and dialogue so that students feel comfortable talking with teachers and counselors when they need extra help or deadline extensions.
- Robinson has, in most departments, adopted a policy of second chance assessments so that students can take intellectual risks, re-learn material and authentically and honestly engage in assessments.
- All students in IB exam level classes are addressed by the coordinators through the classes when they review exam registrations. The Fairfax County contract (see attached) is explained, including #3 regarding academic honesty and the resulting consequences for academic misconduct. During the first week of school, all high school students review the *Fairfax County Student Rights and Responsibilities* document and the academic honesty policy.
- The administrative staff is committed to following through when students are referred for academic misconduct and keeping records so that patterns can be discerned. The school has also initiated a policy of red, yellow, green and created posters signifying when personal technology may be used in the classroom.

Parent Responsibilities

Both the MYP and the Diploma Program IB Coordinators present information nights for parents in which academic honesty is discussed and consequences stated. Parent programs offer suggestions to parents about how they can support the school's efforts through:

- Modeling ethical behavior
- Encouraging their students to seek out teachers if they are having trouble with assignments rather than resorting to academic misconduct
- Initiating conversations with their children that focus on learning over grade success

Procedures – Reporting, recording and monitoring

Robinson has adopted a policy of consequences that considers that students are young people who make mistakes. It is important that students understand what they have done and why it is unethical, and that repeated offenses lead to stronger consequences. (These are cumulative offenses during the high school years at RBSS, not in just one class.)

Consequences:

- 1. First offense: If a student cheats on a major assessment, they may retake the assessment within 5 school days with the following penalty:**
 - *70% of the grade earned on the alternate assessment*
 - *Required student reflection after meeting with the administrator*
 - *Student will be placed on a one year long probation for all honor societies*

- 2. Second offense: If a student cheats on a major assessment, they may retake the assessment within 5 school days with the following penalty:**
 - *60% of the grade earned on the alternate assessment*
 - *Saturday school detention*
 - *Student will be dismissed from all Honor societies. If a student is not yet a member of an honor society, they may not apply to be a member for the next school year*

- 3. Third offense and subsequent offenses: If a student cheats on a major assessment, they may retake the assessment within 5 school days with the following penalty:**
 - *50% of the grade earned on the alternate assessment*
 - *Up to two days of ISS*
 - *Student will be prohibited from applying to SGA or any other school leadership role for the next academic year*

- 4. Honor Societies**
 - *Students can apply with only one offense, but only for probationary status*
 - *Probationary period lasts for the remainder of the school year*
 - *If a student is late to a required meeting, does not complete service hour requirements, or suffers another misconduct infraction, that student is then dismissed from the honor society*

- 5. Minor assessment incidences of academic misconduct**
 - *Minor assessments include formative or informal assessments, classwork or homework*
 - *Misconduct within minor assessments will be handled within the classroom by the classroom teacher*
 - *Class grade consequence will be a mandatory minimum for that assignment*
 - *Teachers will inform parents of misconduct via email to include the grade level administrator*
 - *If a student accumulates 3 separate instances of minor assessment misconduct, he/she will then be moved to the first major offense consequence status.*

- 6. Within IB Diploma Program courses:**
 - *Students who are guilty of plagiarism or collusion on an internal or external assessment will be asked, if time allows, to re-do the assignment so that it meets the standards for submission to IB. Students who are unable to complete the work in a timely fashion will receive an “N” in place of a score.*
 - *Students who bring unauthorized material to an IB exam or oral assessment will automatically be considered guilty of academic misconduct. These students will receive an “N” in place of a score.*

Policy Review

This policy will be bi-annually reviewed by the Instructional Council, the school's teacher leadership group, in conjunction with the administrative staff. This policy was last officially reviewed in April 2019 as a school, and reviewed again in July 2021 within the IB staff.

Citations:

Academic Integrity. International Baccalaureate Organization. Cardiff, 2019.

"Core Values." <https://robinsonss.fcps.edu/about>. Accessed 21 July 2021.

"Vision Statement." <https://robinsonss.fcps.edu/about>. Accessed 21 July 2021.