

**Rockville High School**  
**International Baccalaureate Program**  
2100 Baltimore Road  
Rockville, MD 20851  
301-517-5595



## **Rockville High School Code of Academic Integrity**

As an International Baccalaureate World School, all Rockville students are expected to be principled in all aspects of their lives. To be principled, according to the IB Learner Profile is to, “ act with integrity and honest with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them. “

Cheating, facilitating cheating, or plagiarism is not consistent with principled behavior and will not be tolerated. It is important for IB students to understand that academic dishonesty is a serious offense. The following behaviors are inappropriate and will result in school disciplinary action ranging from no credit on an assignment to suspension. Incidents of academic dishonesty are reported to administrators and counselors and remain in a student’s academic file until graduation. This information may be communicated to colleges during the application/admission process. It is expected that student’s will submit all written work to turn it in.com and will adhere to all policies in the *The Student’s Guide to Rights and Responsibilities in MCPS*.

### **The Code of Academic Integrity forbids the following:**

#### **Cheating**

##### **Examples of cheating include, but are not limited to:**

- Copying of another person’s work
- Allowing another person to copy your work
- Using unauthorized notes, aid s or written material in any form during a test
- Unauthorized use of technological devices ( cell phones, calculators, cameras, wearable devices, ) when taking an assessment
- Talking , giving or receiving information using signs, gestures or deception during any type of assessment
- Sharing test questions/content with students taking the same assessment at a later time and / or date

#### **Plagiarism**

##### **Examples of plagiarism include but are not limited to:**

- Presenting someone else’s work as your own without proper citation or acknowledgement
- Coping word for word without using quotation marks and giving credit to the original author
- Failure to use proper documentation and bibliography
- Having someone else do the assignments which are then submitted as one’s own work

#### **Falsification/lying**

##### **Examples of falsification /lying include but are not limited to:**

- Making an untrue statement verbally or in writing with the intent to deceive
- Creating false or misleading impressions
- Forgery of signatures

## **Responsibilities**

### **Students will...**

- Exercise academic integrity in all aspects of their work
- Avoid engaging in cheating , plagiarizing and lying
- Use sources in the prescribed manner
- Report any violations of the Code of Academic Integrity

### **Teachers will....**

- Develop , model and sustain ethical practices within the classroom setting
- Report violations of the Code of Academic Integrity to counselors and Administrators
- Confer with those who violate the Code of Academic Integrity and contact their parents

### **Parents will....**

- Discuss the Code of Academic Integrity with their child
- Support faculty and administration in enforcing the Code of Academic Integrity

### **Administrators will....**

- Ensure that the faculty, students and parents receive the Code of Academic Integrity
- Ensure that the Code of Academic Integrity is applied consistently throughout the school

## **Consequences**

### **First offense:**

- student will receive a zero on the assignment
- teacher will complete the student referral on MyMCPS
- teacher will inform IB Coordinator
- teacher will contact parent or guardian
- IB Coordinator will meet with the student to review academic progress

### **Second offense/repeated offense:**

- Student receives same consequences as above
- Student may receive suspension or alternative disciplinary action
- IB Coordinator will meet with student and parents to determine if continued participation in the IB program is appropriate
- The grade level administrator will participate in conferences

I have read and understand the Code of Academic Integrity:

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### ACADEMIC HONOR CODE

Academic Integrity promotes a system of values that brings out the best in a group of individuals, provides for an orderly, effective, and positive academic community and supports the idea of learning promoted in the IB learner profile and mission statement.

Academic Dishonesty leads to a loss of credibility and trust within the community and the learning process.

I acknowledge that I have read and discussed the purpose of the Academic Honor Code with the IB Coordinator.

I have been made aware of the policies set out within the document.

I understand that the Academic Honor Code is the expected standard for all academic work.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

I have discussed the Academic Honor Code with my child.

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Parent/Guardian Signature

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Date

This policy will be implemented in the following manner:

- a. It will be posted on the school IB web page so that stakeholders may view it at any time
- b. It will be included in the IB Manual which is distributed to students and parents at the time of enrollment in the program.
- c. The policy will be made available to all IB students through their TOK class.

This policy will be reviewed and revised each school year by the school leadership team