


ISR INTERNATIONAL SCHOOL  
ON THE RHINE

# ISR ACADEMIC HONESTY POLICY

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ACADEMIC YEAR  
2025/2026

<b>ISR Academic Honesty Policy</b>			
<b>Applicable to</b>	Elementary and Secondary Schools		
<b>Teams / Individuals</b>	ISR Faculty, Parents, and Students		
<b>Publishing Channel</b>	Website ( <a href="#">click here</a> ) and through ISR internal email, ISR Student-Parent Handbook, ISR Staff Handbook		
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Related policies and procedures

This policy statement should be read alongside our organizational policies and procedures, including:

- ISR Mobile & Electronic Device Policy
- ISR Behaviour Policy
- ISR Child Safeguarding Policy
- ISR Anti-Bullying Policy
- ISR Code of Conduct
- ISR Acceptable Use Guidelines/Policy
- ISR Attendance Policy

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## **Introduction**

ISR International School on the Rhine (ISR) is committed to fostering an environment of academic integrity. Students are expected to complete their assignments honestly and uphold the highest standards of academic conduct. This policy outlines definitions, roles and responsibilities, details the expectations and measures taken for the completion of Homework, Assignments, Exams/Assessments, and outlines consequences of late submission, no submission, plagiarism, and cheating.

## **Definitions**

### **1. Academic honesty**

Personal integrity with a set of values resulting in respect for one's own piece(s) of work and the work carried out by others making sure that any work is one's own original and authentic work while acknowledging correctly another individual's idea, image, artwork, digital content, and other material pertaining to the specific work.

### **2. Cheating**

Dishonesty in completing an academic assignment or examination using plagiarism in any form or manner. Cheating consists of copying another's work, unauthorized collaboration, using technology inappropriately and disrespecting the rules and deadline of an assignment or examination in a way to obtain a more favourable result/grade.

### **3. Fraudulent behaviour**

Inventing, changing, falsifying any information, including images, data and sources. Citing sources that are not in your assignment, creating citations, changing data to fit a hypothesis are all examples of fraudulent behaviour.

### **4. Plagiarism**

Presenting ideas, images, or any work completed by another person as one's own. Plagiarism is copying, simply changing words in the original, or not giving correct credit and acknowledgment to the work of another individual.

## **Roles and Responsibilities**

At ISR we collectively share responsibility for all aspects of learning and citizenship. Therefore, the school, teachers, parents/guardians, and students have a role to play in ensuring that the Academic Honesty policy is understood, followed and respected.

### **School Responsibilities**

- Promote the Academic Honesty Policy throughout the school, including on the school website.
- Include the policy in the ISR Student/Parent Handbook.
- Provide an advisory lesson on the Academic Honesty Policy to teachers, as well as students.
- Provide appropriate research and plagiarism resources for teachers, staff, and students.

### **Teacher Responsibilities**

- Teach, advise and promote academic honesty during Advising lessons.
- Review the concepts of academic honesty before key research projects.
- Pace students work (research projects, homework, etc.) appropriately, respecting grade level, to avoid the temptation to break rules of academic honesty policy due to insufficient time, and/or lack of appropriate planning.
- Collaborate with Coordinators of IB Extended Essay to provide a school-wide standardization of research strategies, citation tools and plagiarism tools, i.e. Turnitin.
- Streamline feedback and provide full transparency of grading policy, as per assignment.

### **Student and Parent Responsibilities**

#### ***Student's Honor Pledge:***

- All academic work (including, but not limited to, submitted assignments, written or oral examinations, and academic milestones) must be accompanied by the Student Honor Pledge in the exact wording:

*"On my honor, I have neither given nor received unauthorized aid."*

***A Student must:***

- Pledge the Student Honor Pledge
- Read, understand, and follow the Academic Honesty Policy.
- Ensure that all work submitted is authentic.
- Understand the consequences of committing academic misconduct, on either internal or external examinations.
- Acknowledge the use of primary and secondary resources with appropriate citation, i.e.: MLA format.
- Inform teachers of any issues that will or might affect meeting set deadlines of work assigned.
- Contribute equally to work set as a group assignment.
- Abide by the rules for use of technology in the classroom as well as rules for internal and external examinations.

***A Student must not:***

- Violate the Student Honor Pledge
- Copy another person's work or allow their work to be copied.
- Use notes during a test/examination unless instructed to do so.
- Submit any work that has been solely written by Artificial Intelligence (AI), such as ChatGPT.
- Share any information regarding an examination with a third party.
- Discuss or disclose content of an IGCSE, or IB examination paper with a person outside of school within a 24-hour period of sitting the exam.

***Parents and Guardians should:***

- Be familiar with the ISR Academic Honesty Policy.
- Discuss and reinforce the importance of this document and the content of the Academic Honesty Policy with your child/children.

**Generic Overview of disciplinary action taken for Academic Dishonesty for Homework, Class Assignments and Examinations:**

**Enforcement and Consequence:**

**1st offense results in: GREEN**

- An email to parents and student.
- A score of zero, **or** an opportunity to redo the assignment after discussion with relevant Head(s) and subject teacher
- Documented, recorded on student's file.

### **2nd offense results in: AMBER**

- A phone call to parents from relevant head.
- A score of zero.
- Documented, recorded on student's file,
- Warning issued.

### **3rd offense results in: RED**

- Family meeting with the relevant Head(s), subject teacher and student.
- A score of Zero.
- Documented, officially recorded on student's file,
- Officially recognised on school transcript.

## **Measures and Examples**

### **1. Homework**

#### **Late Submission**

- **Policy:** Homework submitted after the deadline (with no prior discussion with the teacher) will receive a deduction of 10% of the total marks per day late.
- **Example:** If a student submits their math homework one day late, and the assignment is worth 20 points, they will lose 2 points.

#### **No Submission**

- **Policy:** Homework not submitted within three days of the deadline will receive a zero.
- **Example:** A student fails to submit their English homework within three days of the due date, receiving a zero for that assignment.

#### **Plagiarism**

- **Policy:** Any form of copying another student's work and/or using uncredited sources will result in a zero and a report submitted to the administration, who will discuss with the subject teacher the possibility of re-doing the assignment, with an appropriate grade given.
- **Example:** A student copies another's history essay and presents it as their own. Student will receive a zero and the incident is reported. Potentially, both students will receive a zero.

### **Cheating**

- **Policy:** Collaborating inappropriately with other students or using unauthorized aids will result in a zero and disciplinary action.
- **Example:** A student uses a calculator on an exam that explicitly forbids it, receiving a zero and facing disciplinary measures.

## **2. Assignments**

### **Late Submission**

- **Policy:** Assignments submitted after the deadline (with no prior discussion with the teacher) will incur a 10% deduction per day late.
- **Example:** A science project worth 100 points is submitted two days late, resulting in a 20-point deduction.

### **No Submission**

- **Policy:** Assignments not submitted within one week of the deadline will receive a zero.
- **Example:** A student fails to turn in their art project within a week, receiving a zero for that assignment.

### **Plagiarism**

- **Policy:** Plagiarism will result in a zero for the assignment and a report to the relevant Head(s).
- **Example:** A student submits a research paper with large sections copied from an online source without citation, leading to a zero and administrative action.

### **Cheating**

- **Policy:** Using unauthorized assistance or collaborating inappropriately will result in a zero and disciplinary action.
- **Example:** A student uses a friend's completed assignment to fill in their own without permission, receiving a zero and facing disciplinary consequences.

### 3. Exams, Assessments, and Finals

#### Late Submission

- **Policy:** Exams must be taken at the scheduled time, with no excuse for tardiness.
- **Example:** Students who repeatedly miss the scheduled time for exam session, without reason will be monitored. Assessments are a reliable tool to monitor a student's progress. They are a valid means to test, and revise learnt material and are an integral part of a student's path of learning and education.

#### No Submission

- **Policy:** Absence from an exam without a valid excuse (e.g., medical emergency) will result in a meeting with the head of school and potential disciplinary action.
- **Example:** A student misses their final examination without notifying the school or providing a valid reason, receiving a zero or reduced score as deemed necessary by relevant Head(s)

#### Plagiarism

- **Policy:** Any form of plagiarism during an exam will result in a zero and a report to the administration.
- **Example:** A student writes down essay answers pre-prepared by the student or peer and presents this work as their own effort during the exam session, resulting in a zero and disciplinary action.

#### Cheating

- **Policy:** Cheating during exams will result in a zero and immediate disciplinary action.
- **Example:** A student is caught using a cheat sheet during an exam, receiving a zero and faces Amber consequences.

### Conclusion

Academic honesty is vital for maintaining the integrity of the educational standards at ISR. Students are encouraged to complete their work ethically and responsibly and seek help from teachers if they face difficulties. Understanding and adhering to this policy will ensure a fair and respectful academic environment for all.

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## ACCREDITATIONS/MEMBERSHIPS:

STATE OF NORTH RHINE-WESTPHALIA

IBO- INTERNATIONAL BACCALAUREATE ORGANIZATION

COGNIA (UNIFIED ORGANIZATION OF THE THREE US-BASED  
ACCREDITATION AGENCIES NCA CASI, NWAC AND SACS CASI)

ECIS-EDUCATIONAL COLLABORATIVE FOR INTERNATIONAL SCHOOLS

CIS-COUNCIL OF INTERNATIONAL SCHOOLS (MEMBER)

CAMBRIDGE EXAMINATION CENTRE

