

Academy of Richmond County

Academic Integrity Policy

International Baccalaureate Diploma Programme (DP) and Career-related Programme (CP)

Dean's Message

Reflecting on our 2015 DP 5-year self-study report, our IB policy revision team came to believe that part of our Action Plan should be a more vigorous focus on the IB Learner Profile. After all, regardless of honors, admissions, and scholarships, the point of an IB education is to help students develop into IB Learners.

We further believe, in keeping with the 2012 IB position paper, "Academic Honesty in the IB" by Jude Carroll, that effective management of dishonesty is essential as it threatens the value of IB accreditation. Academic dishonesty is fraudulent by nature; it follows that ineffectual management of academic dishonesty dilutes IB standards and leads to fraudulent representation of actual student achievement.

Therefore, in order to better support development of the Learner Profile element "Principled," and to protect IB standards, we believe our academic honesty policy should reflect these beliefs. In our experience, there are two general categories of academic malpractice: (1) passive malpractice, which occurs through carelessness, neglect, or failure to understand academic honesty in practice, and (2) active malpractice, which occurs when a student willfully, knowingly commits an act of academic dishonesty.

Introduction

The Academy of Richmond County is a place where learning and knowledge are based on the inquiry cycle of action, reflection, and understanding, and the core values of respect, excellence, accountability, consideration, and honesty. We expect our students to internalize the importance of academic honesty, take responsibility for their actions and learning, and strive for continuous improvement of themselves and our community.

Students in the International Baccalaureate (IB) Programme at the Academy of Richmond County are expected to internalize and maintain the highest standards of academic integrity. The IB Programme is designed to provide a quality education as well as promote integrity, respect, and perseverance, all of which are essential to becoming principled, lifelong learners and productive members of the community.

Purpose

This Academic Honesty policy has been created to outline the expectations associated with the processes of generating and submitting accurately referenced, authentic academic work. This document will provide an understanding of academic malpractice, explain how to avoid academic malpractice, and outline the consequences and sanctions associated with academic malpractice.

Definitions *

Academic Malpractice- Performing, attempting to perform, or aiding any other persons in performing acts that misrepresent actual academic accomplishment. This includes (but is not limited to) plagiarism, cheating, lying, fabricating, or stealing.

Academic Conspiracy or Collusion- Supporting the misconduct committed by another student or assisting another in academic dishonesty.

Artificial Intelligence (AI)- computer systems capable of performing complex tasks that historically only a human could do, such as reasoning, making decisions, or solving problems

Cheating- The use or attempted use of unauthorized assistance during the preparation for or execution of academic work including formative and summative assessments.

Dismissal- This is the ending of the student's participation in the program.

Dovetailing- This is deception in which a student submits work he or she has previously submitted to fulfill another assignment without clear permission from the teacher and/or without citing the previously submitted work.

Fabrication- Falsifying any information for academic purposes. This information is not solely for assessment purposes; this includes falsifying documentation in order to postpone assessments or to request an extension for assignments.

Malpractice- All behaviors resulting in a student gaining unjust advantages in academic work.

Plagiarism- The representation of another's work, ideas, thoughts, and/or concepts as one's own.

Academic Resolution Meeting- This meeting is an opportunity for the teacher and student to discuss the allegation(s) and determine if a violation occurred and if so what sanction is appropriate.

* Any term not included on this list can be clarified by the IB Dean.

School Responsibilities

- Create, implement, and review detailed academic integrity policies.
- Offer resources and workshops/training for students and faculty about academic integrity and proper research practices.
- Monitor fair and accurate investigations of suspected violations.
- Support faculty in their efforts to uphold academic integrity by providing clear guidelines, resources, and training.
- Promote a culture of honesty and integrity.
- Provide parents and students with information on the Academic Integrity policy during Freshman Orientation and Open House.
- Ensure the Academic Integrity policy is communicated to and available to all stakeholders.

Teacher Responsibilities

- Follow school protocols and guidelines to ensure all students receive a foundation in proper research practices.
- Clearly outline what constitutes academic integrity and the consequences of violations.
- Foster a classroom atmosphere where students feel comfortable discussing challenges and seeking help.
- Lead by example, demonstrating honesty, fairness, and respect.
- Monitor for signs of academic dishonesty. Use tools like plagiarism detection software to help identify potential issues.
- Consistently enforce academic integrity policies.
- Be well-versed in the proper guidelines for research documentation (MLA, APA) associated with their field of study.

Student Responsibilities

- Familiarize themselves with the academic integrity policies of the IB program at ARC.
- Complete and submit their own work as an honest representation of their knowledge and abilities.
- Adhere to all deadlines and submit work through Turnitin.com when required.
- Always properly cite sources to avoid plagiarism and acknowledge another's work.
- Report academic misconduct to the teacher/coordinator/dean.
- Not use unauthorized materials or receive unauthorized help.
- Read and sign the Academic Honesty policy.

Parent Responsibilities

- Review, understand, and support the school's academic integrity policies.
- Encourage students to participate in academic honesty and ethical behavior.
- Emphasize the importance of learning and personal growth over grades.
- Offer help and resources for schoolwork, but avoid doing the work for them.
- Maintain open communication with teachers.
- Talk to children about the consequences of academic dishonesty.
- Read and sign the Academic Honesty policy.
- Attend appeals and defense meetings.

Incidents of Academic Malpractice

Level One (Passive)

A Level One malpractice violation may occur unintentionally through laxity or as a result of inexperience. Such violations usually involve a minor infraction and are treated as “teachable moments.” Level One violations include, but are not limited to:

- Failing to provide appropriate citations or give accurate acknowledgement of sources.
- Attempting to paraphrase a limited section without appropriate citations.
- Failure to use quotation marks to cite passages.
- Instances in which the author's voice is not clearly differentiated from that of a source.

Level Two (Active)

A Level Two violation is indicative of a student's conscious attempt to commit academic malpractice. Level Two violations include, but are not limited to:

- Unauthorized use of language translation programs on assignments.
- Unauthorized or unsanctioned use of Artificial Intelligence (AI), either in the creation or editing of documents.
- Falsifying documents, including official IB documentation (CAS/Service Learning).
- Sabotaging the work of another student.
- Fabricating or falsifying data or creating sources that are not factual.
- Theft or unauthorized possession of tests or quizzes.
- Engaging in dovetailing.
- Using unauthorized notes or electronic devices during a test.
- Unsanctioned collaboration on assignments, tests, projects, and labs.
- Allowing another student to submit your assignments as his or her own.
- Purchasing or selling unauthorized assistance.
- Paraphrasing or directly quoting a significant portion without appropriate citations.
- Failure to cite all sources used—including AI sources or prompts.
- Failure to notify a teacher or the IB Dean if you know someone is intentionally cheating.

Consequences for Academic Violations

Candidates are expected to submit authentic work for all assignments. All violations of the academic honesty policy will remain on file with the IB Coordinator for the duration of the student's enrollment.

Level One First and Second Offense

Students will have the opportunity to redo the assignment. The teacher will have an Academic Resolution Meeting (ARM) with the student, notify a parent and the IB Coordinator. Contact and ARM will be documented in Infinite Campus Contact Log.

Level One Third Offense

Students will earn a zero. The IB Dean and Coordinator will discuss the violation with the student and parents. Further Level One offenses will be treated as Level Two offenses. Contact and ARM will be documented in Infinite Campus Contact Log, along with resolution. The IB Dean and Coordinator will discuss the violation with the student and parents.

Level Two First and Second Offense

Students will earn a zero. Students will be placed on academic probation. Further Level Two violations during the probationary period may result in immediate dismissal from the IB Programme.

Level Two Third Offense

The student will earn a zero. An Academic Ethics Team made up of the Principal, IB Dean, IB Coordinator, a counselor, and at least two IB teachers will meet to decide upon disciplinary action which may include dismissal from the IB Programme.

Official IB Submissions

Submissions of final or complete drafts of Internal or External Assessments that are found to have violated this policy, including CAS reflection, TOK/PPS projects, and documentation, will be seen as an immediate Level Two Third Offense.

Review and Revision

This policy is reviewed periodically by the Academic Honesty Team, which includes the IB Dean, IB Coordinator, two or more IB teachers, a counselor, and one or more IB parents. It is published on the school website and is available in the IB Handbook.

The policy may be revised at any time in response to updates from the IB, changes in academic integrity best practices, or findings from internal programme review.

Policy Created	March 2016
Last Revised	February 2026
Last Reviewed	February 2026
Reviewed By	IB Coordinator, IB Teachers, Counselor
Next Scheduled Review	August 2026
Review Cycle	Annually, or as needed in response to IB policy updates

References

IB Programme Standards and Practices (2020)
Academic Integrity (IB, 2019)
Diploma Programme: From Principles into Practice (IB, 2015)