

Academic Integrity Policy

Revised June 2025

Academic integrity is foundational to the mission of Rocky Mount High School and the International Baccalaureate (IB) program. Upholding honesty prepares students for success in higher education and beyond. RMHS maintains the highest expectations for honesty in all academic areas.

Scope of the Policy

This policy applies to all IB Diploma Program courses at RMHS—including Language A, Language B, History, Biology, Chemistry, Math, Theory of Knowledge, Creativity/Activity/Service (C.A.S.), electives, and the Extended Essay. Pre-IB students are also held to these standards. Any violation of academic integrity is considered a serious offense and may result in removal from the subject exam or the full program.

Expectations and Responsibilities

For Students:

- Submit only your own work.
- Consult your teacher if you are unsure about academic integrity in your assignments.
- Properly document all sources used.
- Use plagiarism-checking tools (e.g., Draft Coach in Google Docs) before submitting work.
- Do not share your work, tests, or assignments with other students.
- Report suspected academic dishonesty to your teacher or the DP Coordinator.

For Faculty and Staff:

- Foster a culture of honesty through consistent enforcement of this policy.
- Clearly communicate the policy to students, parents, and faculty.
- Teach proper citation practices and the ethical use of research and writing tools.
- Maintain secure testing environments.
- Investigate all allegations of academic misconduct.

Definition of Academic Misconduct

Academic misconduct includes, but is not limited to:

- Submitting work from previous classes without explicit permission.
- Using another student's graded material without authorization.

- Fabricating data or sources.
- Discussing test content before all students have completed the assessment.
- Unauthorized division of group work.
- Acquiring or possessing test materials without permission.
- Using unauthorized aids during assessments.

- Copying or communicating during tests.
- Taking assessments for others.
- Refusing to comply with testing conditions.
- Any act that provides unfair academic advantage.
- Using translators or other resources to complete assignments in Language B.

Examples of Academic Fraud:

- Cheating: Unauthorized use of notes, devices, or aids during assessments.
- Copying: Looking at or exchanging answers with others during tests.
- Plagiarism: Submitting others' work or using sources without proper citation, including AI-generated content.
- Aiding or Abetting: Facilitating dishonest acts, such as unauthorized collaboration.
- Unauthorized Possession: Buying, selling, or failing to return exams.
- Tampering: Altering one's own or another's work or records.

Use of AI Technology

The IB does not prohibit the use of AI tools but expects their ethical use. Students must:

- Clearly indicate and reference any AI-generated text, images, or graphs included in their work.
- Understand that uncredited use of AI-generated content constitutes academic misconduct.
- Use AI as a research and drafting aid, not as a substitute for original work.
- Recognize the limitations and biases of AI-generated material.
- Be prepared to discuss and explain their work to teachers. A teacher and/or the DP Coordinator has the right and obligation to question your work if there is reasonable

suspicion that the work has been AI-generated.

Preventative Measures

- All major papers must be submitted through plagiarism-detection tools.
- Teachers may verify references and request evidence for any sources cited.
- Each student must handwrite and sign the following pledge on designated assignments:

"I have neither given nor received any unauthorized assistance on this assignment."
- Teachers will provide instruction on ethical research and citation practices

Disciplinary Action

First Offense (Minor or Initial Violation)

- The student is informed of the violation and given an opportunity to respond.
- The teacher explains the gravity of academic misconduct and reviews the school's Academic Integrity Policy with the student.
- The student may receive a zero for the assignment or be allowed to redo the work at the teacher's discretion, depending on the severity and intent of the infraction.
- The incident is documented in Educator's Handbook as a minor incident with the student made aware of the consequences of further violations.
- Parents/guardians are notified.

Second Offense (Repeated or More Serious Violation)

- The incident is escalated to the IB Diploma Programme (DP) Coordinator. The teacher will document the infraction in Educator's Handbook as a minor incident.
- The student receives a zero for the work in question. The work cannot be redone for credit. If the infraction involves the extended essay or an internal assessment in which the student has relied on AI to write the paper, the student will be given the opportunity to redo the work before it is submitted to IBIS. If there was a classroom grade attached to this work, it will receive a zero.
- A formal meeting is held with the student, parents/guardians, DP Coordinator, and principal to discuss the repeated misconduct.
- The student is warned that a third offense could result in being withdrawn from the subject exam eliminating the possibility of earning the IB Diploma.

Third Offense (Serious or Persistent Violation)

- The student receives a zero and may face removal from the subject exam, or expulsion from the IB Diploma Programme.
- The incident is reported to the International Baccalaureate Organization (IBO) if it involves work submitted for official IB assessment, which may result in the nullification of IB scores and the loss of the IB Diploma.
- The student and parents/guardians are informed of the final decision and any appeal process.

We have reviewed the academic integrity policy for the IB DP at Rocky Mount High School and will adhere to this policy. We understand the consequences related to violating this policy.

Student

Date

Parent

Date