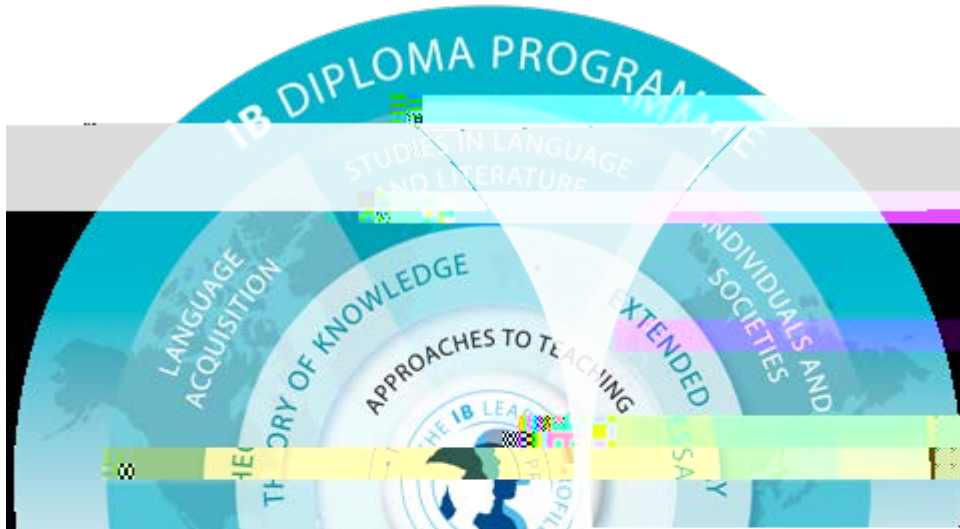

ACADEMIC HONESTY POLICY

The Academy of Richmond County High School Programme

March 2016 (rev. 2020)



Academy of Richmond County
International Baccalaureate (IB) Programme

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

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

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.

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 concepts as one's own.

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.

Turnitin.com- A service that compares student papers to an extensive database in an effort to address academic dishonesty through electronic communications.

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

School Responsibilities

Ensure all students receive training on academic integrity.

Ensure fair and accurate investigations of suspected violations of the Academic Honesty policy.

Provide all teachers with sufficient training to assist in upholding the Academic Honesty policy.

Provide parents and students with information on the Academic Honesty policy during Freshman Orientation and Open House.

Ensure the Academic Honesty 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.

Ensure all students receive one unit of training on academic integrity.

Be well-versed in the proper guidelines for research documentation (Modern Language Association, American Psychological Association).

Student Responsibilities

Learn, understand, and adhere to the Academic Honesty policy.

Certify all submitted assignments, projects, examinations, and laboratories are genuine and citations are provided when using the thoughts, concepts, ideas, and work of another.

Adhere to all deadlines and submit work through Turnitin.com when required.

Learn and understand proper citing or acknowledging another's thoughts, concepts, ideas, and work (MLA for English, Math, History and APA for Business, Psychology, Sociology, Technology, and Experimental Sciences).

Report all known academic dishonest activities.

Understand the consequences of academic dishonesty.

Read and sign the Academic Honesty policy.

Parent Responsibilities

Review, understand, and support the Academic Honesty policy.

Encourage students to participate in academic honesty.

Encourage students to show respect to teachers, staff, and peers.

Understand the consequences of academic dishonesty.

Read and sign all formal notifications.

Read and sign the Academic Honesty policy.

Attend appeals and defense meetings.

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 such as labs, projects, tests, and research papers as his or her own

Purchasing or selling unauthorized assistance on tests, labs, projects, research papers, and assignments

Paraphrasing or directly quoting a significant portion of an assignment without appropriate citations

Failure to notify a teacher or the IB Dean if you know someone is intentionally cheating

Consequences for

Level Two First Offense

Student will earn a zero for the assignment in question.

Teacher will have an Academic Resolution Meeting with the student and discuss the violation.

The teacher will notify the IB Dean in writing.

The IB Dean will discuss the violation with the student and parents.

Student will be on a probationary period of 90 school days. If the probationary period begins less than 90 school days before the end of the year, the probationary period will resume on the first day of the next school year. Further Level Two violations during the probationary period will be evaluated by the Academic Ethics Team and may result in immediate dismissal from the IB Programme.

Level Two Second Offense

Student will earn a zero for the assignment in question.

Teacher will have an Academic Resolution Meeting with the student and discuss the violation.

The teacher will notify the IB Dean in writing.

The IB Dean will discuss the violation with the student and parents.

Student will be on a probationary period of 90 school days. If the probationary period begins less than 90 school days before the end of the year, the probationary period will resume on the first day of the next school year. Further Level Two violations during the probationary period will be evaluated by the Academic Ethics Team and may result in immediate dismissal from the IB Programme.

Level Two Third Offense

The student will earn a zero (if applicable) for the assignment in question.

The teacher will notify the IB Dean and the student's parents.

An Academic Ethics Team made up of the Principal, IB Dean, a counselor, and at least two DP teachers will meet to decide upon disciplinary action which may include dismissal from the IB Programme. This may result in out-of-zone students having to return to their zoned school.