



Southside High School
An International Baccalaureate High School
6630 Frontage at White Horse
Greenville, South Carolina 29605
Phone (864) 355-8700
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Overview

Academic integrity is an essential part of the overall academic core of the IB. The School District of Greenville County expects students to maintain integrity in all school work and to refrain from any action that would bring dishonor to them or their schools. In order to maintain the highest expectations of academic standards, it is important to outline a clear Academic Honesty Policy which notes our expectations and consequences regarding any infractions. A clear Academic Honesty Policy ensures assessments are fair and offer each student an equal and valid opportunity to demonstrate their learning. The policy further ensures that all parties can have trust in both the school and the assessment process. A detailed discussion of Academic Integrity can be found [here](#).

While not a complete list, the following areas of academic misconduct are outlined below:

Plagiarism

The Oxford English Dictionary defines plagiarism as “the practice of taking someone else’s work or ideas and passing them off as one’s own”.

Self-plagiarism

Self-plagiarism is submitting the same work sample for more than one course or assignment without permission from the instructor.

Purchasing work from another person / online:

Submitting work that was produced by someone else, even if you paid for it.

Use of authorized aids on assignment / exam

Using any aide that is not specifically approved by the instructor. Even if you are permitted to use an aide / assistive technology / device in one class or by one instructor does not mean you can use it in all classes. When in doubt, check with your teacher.

In addition to the areas outlined above, the faculty at Southside High School is in unanimous agreement that other behaviors may also constitute a violation of the SHS Academic Integrity Policy. While this list is not exhaustive, we have provided an initial list of these behaviors.

- ✓ Providing other students with information regarding content on an assessment.
- ✓ Looking at another student’s work or viewing work from a teacher’s materials.
- ✓ Referring to notes during an assessment without being given SPECIFIC permission to do so.
- ✓ Working with other students on an assignment that was intended to be done individually.
- ✓ Consulting other students or adults on assignments that were intended to be done individually.
- ✓ Knowingly allowing another student to copy your work.
- ✓ Providing electronic copies of assessment questions / schoolwork without the permission of the instructor.

Celebrating Diversity. United in Learning.



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Use of AI in the IB Classroom

The IB believes AI will become a common part of our lives much like a calculator or spell checker. To that end the IB does not ban the use of AI software. However, the IB does NOT consider any work produced, even in part, by these tools to be the student's own work. The IB expects (as does Southside High School) that any work produced by AI must clearly reference the AI software. While the use of AI is accepted by the IB, it is important to note that even when referenced appropriately large amounts of work generated via an AI Software do not meet the academic requirements associated with assignments where the intent was for students to produce their own work. It is therefore important students understand when and where to use AI in their academic pathway. These parameters may be different depending on the course or assignment.

Responsibilities:

All IB World Schools must have an academic integrity policy which addresses student academic misconduct. Each IB World school is expected to adhere to all rules and regulations related student academic misconduct and school maladministration. Responsibilities related to each stakeholder are noted below. For a more complete explanation roles and responsibilities, please refer to the International Baccalaureate Academic Integrity Policy.

Responsibilities and expectations of IB World Schools:

- ✓ Have an academic integrity policy that is reviewed and updated annually
- ✓ Include information for students about academic integrity
- ✓ Ensure students, staff, and parents are aware of the school's academic integrity policy
- ✓ Implement a plan for investigating any allegation of student academic misconduct
- ✓ Notify the IB of any breach in exam security

Responsibilities and expectations of the IB coordinator:

- ✓ Ensure all school and IB policies are implemented
- ✓ Investigate all incidents of academic integrity
- ✓ Report all investigations, if necessary, to the IB
- ✓ Ensure all exam materials are stored and secured in accordance with IB policies

Responsibilities and expectations of teachers:

- ✓ Make students are aware of the academic integrity policy
- ✓ Ensure students understand what academic integrity is and nuisances within their discipline area
- ✓ Keep electronic copies of student work for 3 years in case a check of plagiarism is requested



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- ✓ Respond to student academic misconduct investigations
- ✓ Report any suspected academic misconduct immediately to the IB coordinator

Responsibilities and expectations of parents:

- ✓ Be aware of what constitutes academic dishonesty
- ✓ Fully understand the school's academic integrity policy as it relates to the completion of coursework and examinations by their students.
- ✓ Refrain from giving or allowing their student to receive advise or assistance on assignments unless specifically allowed by their teacher
- ✓ Report any suspected issue of academic misconduct to either the IB coordinator or school administration

Responsibilities and expectations of students:

- ✓ Be aware of what constitutes academic dishonesty
- ✓ Fully understand the school's academic integrity policy as it relates to the completion of coursework and examinations
- ✓ Complete all assignments in an honest manner
- ✓ Provide appropriate sources on all assignments
- ✓ If artificial intelligence is allowed on any assignment, ensure proper citations are used
- ✓ Do not receive assistance or guidance, from peers, adults, or other outside sources, unless specifically allowed by teachers
- ✓ Report any suspected issue of academic dishonesty to either a teacher, the IB coordinator or school administrator

Procedures and Consequences:

Step One:

Students, parents or staff who suspect there has been a violation of the Academic Integrity Policy should report the incident directly to the IB Coordinator. Once reported, the IB Coordinator will begin an investigation of the incident.

Step Two:

If the incident has been initiated by a teacher, the teacher will complete an Academic Integrity Form providing details regarding the incident. If the incident has been initiated by a student or parent, the IB Coordinator will document the details, as provided, and begin the inquiry.

Step Three:

If the inquiry finds there is no information associated with academic misconduct, the documentation will be noted as such and kept on file by the IB Coordinator for the remainder of the time the student is



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enrolled at Southside High School. If the inquiry finds there has been academic misconduct, the following steps will be followed:

First Offense:

- The IB coordinator will complete the Academic Integrity Incident Summary form.
- The student's parent / guardian will be notified.
- The student will receive a consequence at the course level.
- The form will be kept on file until the student leaves Southside High School.

Second Offense and beyond:

- Follow all steps on the First Offense, except the student will receive an automatic zero on the assignment with no option to redo the assignment.
- The IB Coordinator will meet with the Principal to determine if the student will be permitted to remain in the IB program.

All IB Policies can be found on the IB Program section of the main SHS website.
This policy will be reviewed annually.
Date of last update: October, 2025