

## Academic Integrity Policy

Ramallah Friends School (RFS) values personal and academic integrity. RFS upholds academic integrity as an expression of Quaker values and International Baccalaureate (IB) principles that promote personal integrity, teaching, learning, and assessment. We expect all community members to uphold the core IB values of trust, respect, fairness, honesty, and responsibility. The staff and administration of RFS recognize the significance of students learning about academic integrity and comprehending the consequences that arise when it is not followed.

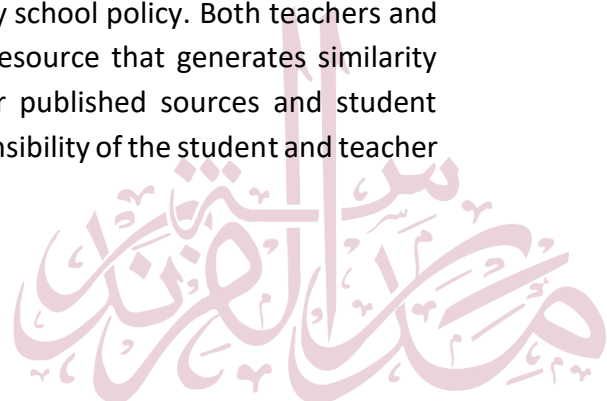
### **Academic Malpractice**

Academic misconduct may be deliberate or inadvertent behavior that has the potential to result in a student's unfair advantage or the disadvantage of another student or that may lead to an inaccurate, illegitimate, or inauthentic assessment. It may also be any action that threatens the integrity of IB examinations or assessments. Because academic malpractice can take many forms, the following examples of violations of the Academic Integrity Policy are not exhaustive.

1. Plagiarism: intentionally or unintentionally representing the work, words, ideas, pictures, information, or anything produced by someone else as one's own.
2. Copying: taking another student's work, with or without their knowledge, and submitting it as their own.
3. Duplication: submitting work for assessment that is substantially the same as what was raised in a different course without the consent of all teachers involved.
4. Falsifying data: creating or altering data that was not collected according to the standards of classroom instruction.
5. Collusion: helping another student to be academically dishonest.
6. Disregarding the IB DP Examination Code of Conduct: this is defined as an infraction or disregard of guidelines as established by the IBO concerning examination conduct

### **Practices at RFS to uphold academic integrity:**

1. Resource Materials: Students and parents have access to the academic integrity policy which is posted on the schools website. Sessions are held by the coordinators to inform the school community on academic integrity school policy. Both teachers and students have access to Turnitin.com, an online resource that generates similarity reports by comparing submitted work with other published sources and student papers. While this resource is helpful, it is the responsibility of the student and teacher to ensure proper citation practices.



2. RFS teachers: Our teachers possess considerable expertise in recognizing academic integrity issues. They can easily detect variances in writing style, which may indicate potential misconduct. Signs such as a sudden improvement in work quality or the rushed submission of assignments raise suspicion.
3. Formative Assessment Discrepancies: Work that significantly differs from a teacher's formative assessment of a student may indicate a potential violation of academic integrity. Sudden discrepancies in writing quality, voice, or the inclusion of scientific data not present in the first draft, as well as unexplained mathematical equations, raise concerns.

### **The Consequences of Academic Malpractice:**

Any student who is academically dishonest at the lower campus will take a grade of "NM: Not Meeting" for that work and a warning. In addition, to follow up with the parents.

Any student who is academically dishonest in any of the above ways, or otherwise, at **the upper school** will result in the following:

- a. On the first occurrence of a violation, the student will receive a grade of "zero" for the assignment and a conduct grade of "zero" for the quarter. No opportunity will be provided to make up for the zero grade. The teachers will collect the document and submit it to the academic coordinators, who will notify the parents.
- b. If the violation happens a second time, the student will automatically receive a zero grade for the assignment, and an F in conduct. In addition, a two-day out-of-school suspension will be imposed. The academic coordinator will arrange a meeting involving the parents, teacher, and Counselor. All work completed during the suspension period will be graded as zero.
- c. If the violation occurs for the third time, an indefinite suspension will be initiated, pending a recommendation for expulsion. In this case, all work will be assigned a grade of zero.

In the case of the **diploma program**, internally or externally assessed malpractice on work to be submitted to the IBO will be directly reported accordingly to the IBO, which in turn will make a final decision.

### **If a student submits work to the IBO which is later recognized as having been produced dishonestly, then the IBO will take the following action:**

Candidates suspected of malpractice will be invited, through the IB coordinator, to present a written explanation or defense. Cases of suspected malpractice will be given to the final IBO award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigations to be made.

If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed, and a grade will be awarded normally.

If the final award committee decides that a malpractice case has been established, grades will only be awarded in the subject concerned. No IB diploma will be awarded to the candidate, but a certificate will be awarded for other subjects without malpractice. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.

If a severe malpractice case, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination session. If the candidate has already been found guilty of malpractice in a previous session, this will normally lead to disqualification from participation in any future examination session.

An IB diploma or a certificate may be withdrawn from a candidate at any time if malpractice is subsequently established.

### **The Responsibilities of Staff and Faculty, Students, and Parents**

All RFS staff, students, and parents need to be aware of the contents of this document and what academic integrity and malpractice both mean. Students have a responsibility to familiarize themselves with the Academic Integrity Policy and all IBO rules, regulations, and documents. They are expected to approach their work honestly, demonstrating their learning without compromising the principles of academic integrity. Students must understand that they alone bear the consequences if they breach the standards outlined in the Academic Integrity Policy.

Per the policy, students must ensure that all work submitted is their own, giving complete and correct acknowledgment to any sources, whether from websites, audio-visual materials, emails, CDs, photographs, graphs, or similar sources. It is essential to respect internal deadlines and appropriately use citation styles. Furthermore, when submitting their work to IB examiners, candidates must take ultimate responsibility for ensuring the authenticity of their work and the proper acknowledgment of any contributions from others.

Teachers should explain the Academic Integrity Policy to students in the specific terms of the work they are asking students to produce. They must set clear expectations for assignments and guide candidates on citing correctly. They should also speak to students regularly during the drafting of work when the student/teacher interaction is more collaborative than evaluative. They should also model the good practice of Academic Integrity.

Program Coordinators must ensure students understand the IBO expectations regarding the Academic Integrity Policy, ensure the policy is aligned with IB expectations, and undergoes a regular review. IB DP coordinator must ensure candidates and invigilators are provided with relevant information about examination regulations. The IB DP coordinator must Plan regular meetings with teachers to verify that all parties understand IB expectations.

Parents can play a vital role in supporting and helping their children achieve their full potential, and the need to be honest and why it is important to uphold academic integrity in their work.

The Head of the School ensures the establishment of the Academic Integrity Policy. It fully supports the academic coordinators in upholding the policy among teachers and students. It is important to ensure everyone understands the significance of academic integrity and the potential consequences IB students may face if they engage in academic misconduct.

Collectively, academic coordinators, teachers, and guidance counselors will conduct transparent and unbiased investigations into any suspected violations of academic integrity. In malpractice cases, recommendations provided to the IB coordinators will be clear, well-reasoned, based on merit, and effectively communicated to all relevant parties. In consultation with the program coordinators, who will carefully consider each case's merits and speak their decision to the Head of the School, ensuring that all concerned parties are informed about the findings and the underlying reasons.

**Declaration**

**I confirm that I have read, understand, and agree to abide by RFS's Academic Integrity Policy.**

Name of Student: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Name of Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: September 2023 by Head of School, program coordinators, academic council, and teachers.

