

Ramallah Friends School

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 importance of students learning about academic integrity and understanding the consequences when it is not upheld.

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.

- **Plagiarism:** intentionally or unintentionally representing the work, words, ideas, pictures, information, or anything produced by someone else as one's own.
- **Copying:** taking another student's work, with or without their knowledge, and submitting it as their own.
- **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.
- **Falsifying data:** creating or altering data that was not collected according to the standards of classroom instruction.
- **Collusion:** helping another student to be academically dishonest.
- **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.
- **Misuse of Artificial Intelligence (AI):** using AI tools to generate work and submitting it as one's own without acknowledgment. This includes copying AI-generated text, ideas, or solutions, or using AI in assessments where it is not permitted.

Practices at RFS to Uphold Academic Integrity

- **Resource Materials:** Students and parents have access to the Academic Integrity Policy, which is posted on the school website. Sessions are held by the program coordinators to inform the school community about the 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.

- **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.
- **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, as well as unexplained mathematical equations, do not appear in the first draft and raise concerns.
- **Use of Artificial Intelligence (AI):** AI tools are increasingly integrated into education and may be used by students to support learning, research, brainstorming, idea generation, organization, and skill development. However, AI tools must not replace students' original thinking, creativity, analysis, or independent work. The school encourages responsible and balanced use of AI as a learning support tool while maintaining honesty, fairness, and academic authenticity.

The Consequences of Academic Malpractice

Lower Campus (PYP)

Any student who is academically dishonest at the lower campus will receive a grade of "NM: Not Meeting" for that work, and the teacher will notify parents. The PYP Coordinator will be informed of all incidents.

Repeated violations at the lower campus will result in the following:

- **Second occurrence:** The PYP Coordinator will arrange a meeting with the parents, classroom teacher, and school counselor to identify appropriate learning and behavioral supports.
- **Third occurrence:** The principal will be informed, and a formal meeting will be arranged with the parents, PYP Coordinator, and school counselor. A written record will be placed in the student's file.

Upper Campus (MYP & DP)

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

- **First occurrence:** The student will receive a grade of "zero" for the assignment. The teacher will collect the document and submit it to the DP Coordinator, who will notify the parents.

- **Second occurrence:** The student will automatically receive a grade of “zero” for the assignment and receive a formal warning. The DP Coordinator will arrange a meeting involving the parents, teacher, and counselor.
- **Third occurrence:** The student will automatically receive a grade of “zero” for the assignment and receive a formal warning. The principal will arrange a meeting involving the parents and the Discipline Committee.

Note: *Where there is reasonable evidence that a violation was unintentional — such as an accidental citation omission or first-time AI misuse without clear intent to deceive — the teacher and DP, MYP or PYP Coordinator may, at their discretion, treat the incident as a teachable moment and issue a formal warning rather than a grade of zero on the first occurrence. This determination will be documented and communicated to parents.*

Diploma Programme (DP)

In the case of the Diploma Programme, any suspected malpractice in internally or externally assessed work must first be investigated by the school. The DP Coordinator, in consultation with the relevant teacher, will conduct an initial review. Only confirmed or unresolved cases of suspected malpractice in work to be submitted to the IBO will be reported directly to the IBO, which will then make a final decision.

If a Student Submits Work to the IBO That Is Later Recognized as Having Been Produced Dishonestly, Then the IBO Will Take the Following Action:

- Candidates suspected of malpractice will be invited by the IB coordinator to submit 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 request further investigation.
- If the final award committee deems the evidence of malpractice insufficient, the allegation will be dismissed, and a grade will be awarded as usual.
- If the final award committee determines that a malpractice case has been established, grades will be awarded only 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.
- In 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 result in disqualification from participating in any future examination session.
- An IB diploma or 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 are responsible for familiarizing 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 submitted work is their own and that they give complete and correct acknowledgment to any sources, whether from websites, audiovisual materials, emails, CDs, photographs, graphs, or similar sources. It is essential to meet internal deadlines and use citation styles appropriately. 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. Students must ensure that any use of Artificial Intelligence (AI) tools is ethical, acknowledged, and does not replace their own thinking or learning.

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

Program Coordinators (DP Coordinator and PYP Coordinator) must ensure that students understand IBO expectations regarding the Academic Integrity Policy, that the policy aligns with IB expectations, and that it is reviewed regularly. The DP Coordinator must ensure that candidates and invigilators are provided with relevant information about examination regulations and must plan regular meetings with teachers to verify that all parties understand IB expectations.

Parents can play a vital role in supporting their children in achieving their full potential, and they need to be honest and understand why upholding academic integrity in their work is important.

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

Collectively, program coordinators, teachers, and guidance counselors will conduct transparent and unbiased investigations into any suspected violations of academic integrity. Recommendations will be clear, well-reasoned, based on merit, and effectively communicated to all relevant parties. The program coordinators will carefully consider each case's merits and communicate their decision to the Head of 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: May 2026 by Head of School, program coordinators, academic council, and teachers.