

Ras Al Khaimah American Academy				
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## Introduction

Personal Integrity and academic honesty are essential and ethical principals of RAKAA, and in alignment with the expectations of American School Standards and The College Board's Advanced Placement program. Students and Parents are charged to ensure that responsible and ethical actions are taken regarding the presentation of any academic material submitted for consideration and marking and consider the following instances of malpractice.

## Defining Academic Honesty and Malpractice

Academic honesty includes a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. We would like to stress the benefits of properly conducted academic research and respect for the integrity of all forms of assessment. All students must understand the basic meaning and significance of concepts that relate to academic honesty, authenticity, intellectual property, and ethical conduct. The policy must be a means of promoting good practice. In cases where students do not show academic honesty, the actions of that student may constitute malpractice.

The policy and guidance within this document apply to all students at RAKAA. All students and parents at RAKAA **must sign an Academic Honesty Policy** annually. These are retained in the student's file. The Academic Honesty Policy is reviewed with students each year during the first days of school.

## Consequences of Academic Integrity Violation

**The first instance of academic dishonesty:** The teacher, parent, counsellor and Head of Section will meet to discuss the incident, cause and consequence. The high school administration will keep a log of reported academic dishonesty as a behavioural violation and apply the MoE Discipline Policy for violations of Good Conduct. The counsellor will notify all teachers of the student about the instance of academic dishonesty.

Teacher assigned Support-Work-in-Progress (SWIP) time after school where the student will redraft and submit their work. Teachers have the discretion to have the student rewrite the work or to be given an alternative assignment. Based on the type of assessment, the teacher may approve the work being submitted up to 48 hours from the end of the first Support Work In Progress time. This will be communicated to parents and students.

**The second instance of academic dishonesty:** The teacher, parent, counsellor and Head of Section will meet to discuss the incident, cause and consequence. The high school administration will keep a log of reported academic dishonesty as a behavioral violation and apply the MoE Discipline Policy for violations of Good Conduct. The counsellor will notify all teachers of the student about the instance of academic dishonesty.

Teacher assigned Support-Work-in-Progress (SWIP) time after school where the student will redraft and submit their work. Teachers have the discretion to have the student rewrite the work or to be given an alternative assignment. Based on the type of assessment, the teacher may approve the work being submitted up to 48 hours from the end of the first Support Work In Progress time. The student may be referred to a Student Support Meeting.

**The third instance of academic dishonesty:** The teacher, parent, counsellor and Head of Section will meet to discuss the incident, cause and consequence. The high school administration will keep a log of reported academic dishonesty as a behavioral violation and apply the MoE Discipline Policy for violations of Good Conduct. The counsellor will notify all teachers of the student about the instance of academic dishonesty.

Teacher assigned Support-Work-in-Progress (SWIP) time after school where the student will redraft and submit their work. Teachers have the discretion to have the student rewrite the work or to be given an alternative assignment. Based on the type of assessment, the teacher may approve the work being submitted up to 48 hours from the end of the first Support Work In Progress time. This will be communicated to parents and students concerned. The student will receive a “??” for the assignment in the gradebook.