



المدرسة الملكية الكندية-القاهرة
Royal Canadian School-Cairo

Academic honesty policy

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Welcome note

Welcome to the 2024-2025 school year!

I hope you had a great summer. On behalf of the whole faculty and staff! We at RCS are all eager to start what was predicted to be a very fruitful year. Always keep in mind that we are making every effort to support your inherent curiosity and personal passions. We work to help you develop into future leaders who are tolerant, compassionate, contemplative, creative, and disciplined lifelong learners who contribute to the growth of your communities and serve successfully in a changing world. Being a part of a community where parents, teachers, and students value one another and work to foster relationships that foster social and academic development is a wonderful luxury. We see ourselves as a unit.

This academic year is going to be extraordinary. Fun, enthusiasm, and education will all be present at RCS. You need to understand how much we genuinely care about you. We are eager to get to know you, everyone. You are welcome to visit my office whenever you need to. I'm here for you whenever you need me, and I welcome your thoughts and recommendations.

Head of the school

Sherein' Batchelor

Handbook Use & Purpose

This handbook provides parents with a description of the policies, procedures and expectations of the Royal Canadian School (RCS). Please go through this document with your children so everyone becomes familiar with the information. This is a 'living' document and its content may be revised and updated over time as needed. Any revisions will be communicated to students and parents.

International Baccalaureate (IB) system

The IB is a very interesting education system. Its goal is to help develop students who create a better world through their intercultural understanding and respect. The IB system is divided into primary years, middle years, and diploma programs. The diploma program's main goal is to enhance students who have an excellent depth of knowledge. It helps students succeed physically, intellectually, emotionally, and ethically. The DP curriculum consists of six subject groups and the DP core, comprising theory of knowledge (TOK), creativity, activity, service (CAS), and the extended essay.

RCS Vision

RCS Cairo aims to cultivate future leaders who demonstrate the global understanding, empathy, and skills to solve 21st-century challenges and make their world a better place.

RCS Mission Statement

RCS will nurture intellectual curiosity, academic excellence, environmental awareness and pride in community, host country and home country.

Faculty Team:

Head of School: Sherein' Batchelor

DP Coordinator: Dalia Kamal

CAS Coordinator: Sara Amr

Extended Essay Coordinator: Dalia Kamal

TOK Coordinator: Sara Amr

Academic Counselor: Sara Amr

Academic Integrity Philosophy

The Royal Canadian School provides International students with a modern and challenging education that will prepare them to flourish in the changing world of tomorrow. Personal integrity and intellectual honesty are highly valued at RCS. The administration, faculty, and staff strongly believe that academic honesty is an important component of our student's academic success; thus, we promote academic honesty throughout their scholastic years at RCS by fostering the traits outlined in the IB Learner Profile, particularly the following:

» PRINCIPLED

We behave with integrity and honesty, a strong sense of fairness and justice, and a deep regard for the dignity and rights of all people. We accept responsibility for our acts and the consequences of those actions.

» THINKERS

To analyze and take responsible action on complicated challenges, we employ critical and creative thinking abilities. We take the initiative to make sound, ethical judgments.

Academic Honesty is consistent with the IBO Learning Approaches.

Using: » Self-management

» Social

» Communication

» Thinking

» Students in research build abilities that will help them to study and be responsible for their learning.

Violation of academic honesty

- **Inappropriate/inadequate acknowledgment** - content copied word for word, acknowledged as paraphrased but should have been in quote marks, or material paraphrased without sufficient recognition of its source.
- **Verbatim copying** - Material copied word by word or precisely recreated without attribution to the source.
- **Collusion** - Material duplicated with knowledge from another student's homework, coursework, or test.
- **Stealing** - Taking material from another student's project, course work, or test without permission.

- **Ghostwriting** - An assignment created or purchased by a third party and presented as the student's own work.

The IB Diploma Program aims to develop learners in accordance with the IB Learner Profile. IB students are principled in the sense that they "act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities." They accept responsibility for their own acts and the repercussions of those actions." The RCS community, including administration, instructors, parents, and students, must collaborate to educate pupils on how to produce original works of art while maintaining integrity and honesty. This is especially crucial considering the freedom that IB Diploma students have to learn and explore on their own. Students will be taught the IB program's academic honesty terminology, as well as those included in the School policy; these phrases include, but are not limited to, the following:

Plagiarism

An act or incident of utilizing or closely replicating another author's language and thinking without authority, and/or representing that author's work as one's own by failing to credit the original author.

Plagiarism also applies to non-textual material (such as art, music, and so forth). To avoid both deliberate and inadvertent plagiarism, students must grasp how to correctly use another author's work in their papers.

Examples:

- Any portrayal of someone else's work as your own
- Non-original work that is not properly credited and referenced in submissions.
- Making a copy of information from a book or a website.
- Incorrect use of quote marks, paraphrases, and in-text citations obscures authorship.
- Failure to specify the source of nonverbal work elements (e.g., painting, dance, photo, proof, musical composition, etc.) from which you drew your work.
- Using online language translators unless expressly permitted.

Collusion

Supporting another student's malpractice, including permitting one's work to be viewed, duplicated, or submitted for evaluation by another student.

Examples:

- Intentionally and unintentionally assisting someone else to cheat.
- Allowing another student to copy and/or submit your work.

- A divide-and-conquer strategy in which you are not the author of the full task assigned by the instructor (if not a portion of the assignment).
- Informing other students on assessment material and questions.

Collusion is distinguished from collaboration, which we describe as numerous students actively involved throughout the course as well as in the development of a product in accordance with the assignment instructions. It is critical to emphasize that professors must be explicit in their assignment criteria about what constitutes collaboration versus collusion on any specific activity.

Work Duplication

Submission of the same work for several assessment or curricular components. Unless previously negotiated with the instructor, all assignments for the course or assessment should be developed from scratch.

Unfair Treatment

Any conduct that gives a student an undue academic advantage is characterized as this.

Examples:

- Falsifying records
- Falsifying data
- Sharing passwords, using unauthorized material

- Disclosing information about assessments
- Altering grades
- Phony citation
- Impersonating person
- Misconduct during testing times

Misbehavior During Exams

Exam misbehavior happens when someone intentionally acquires an unfair advantage during the examination time. Taking prohibited materials into the test room, speaking with someone about the exam during the exam, or interrupting the exam are all examples of misconduct. Misconduct also involves discussing exam material with someone who has yet to take the exam or vice versa.

Malicious Examine and test behavior:

- Answers are being copied.
- Exam papers were stolen.
- Impersonating a different candidate.
- Unruly behavior during an exam.
- Bringing unapproved notes, a non-compliant calculator, or a mobile device to an exam.
- Giving test questions or answers to other students, or aiding another student by putting answers or resources that might be utilized during an exam elsewhere.

All school staff realize that when a student signs his or her name on an assignment, they are presenting it as their own and recognizing original ownership.

Plagiarism checker tool:

[Turnitin.com](https://www.turnitin.com) is used by the Royal Canadian School to check for plagiarism. [Turnitin.com](https://www.turnitin.com) is an online application that compares student work to the world's largest academic database to check for inappropriate citations or probable plagiarism. All internal and external assignments for all DP topics must be placed on [Turnitin.com](https://www.turnitin.com) to ensure student work is unique. However, the outcomes of utilizing this tool must be reviewed by the instructor, and the teacher's comments will be incorporated into the final decision in all situations of misbehavior or suspected misconduct.

Consequences of malpractices:

Any incidence of academic dishonesty at RCS will result in:

The First Offense

In the case of a first offense, the work is automatically zeroed out. There will be no possibility of making up the zero grade. Teachers are to collect the papers and file it with the Principal. Parents will be alerted;

The Second Offense

A second offense results in an automatic zero for the task with the same notifications and qualifications as the first. In addition, the Principal will impose a two-day out-of-school suspension and convene a conference with the parents, students, teachers, and guidance counselors. All work completed during the out-of-school suspension will be graded as zero.

The Third Offense

Indefinite suspension awaiting a recommendation for expulsion for a third offense, with all work graded zero.

In addition to the aforementioned, if there is malpractice in work for an external diploma or certificate (such as the Diploma and IB Courses), the

school must notify the external organization. Given the possibility of undermining RCS in such situations, the student may also risk expulsion.

How to avoid malpractices:

• STUDENT ROLE

Students must take ownership of their education. They are expected to undertake their own work and to exhibit their knowledge honestly.

Student responsibilities include:

» Reading, understanding, and becoming acquainted with the rules of the RCS Academic Honesty Policy and all IBO rules and regulations documents

» All work submitted is the student's own work

» All sources are fully and correctly acknowledged, including sources taken from websites, audio-visual, emails, CD.s, photographs, graphs, and similar

Students must submit their work to Turnitin as needed by teachers and/or the DP Coordinator

» Respect internal deadlines

» Use a citation style correctly. We use the MLA citation style (or the APA for Psychology) at RCS.

« When submitting work to IB examiners, the candidate is ultimately responsible for ensuring that any material presented for assessment is legitimate, with the contributions or ideas of others properly and completely recognized.

» Students must sign a statement of authenticity form before submitting their work to IBO.

DP COORDINATOR' S ROLE:

» Ensure that students understand clearly the IBO expectations regarding academic honesty

- » Ensure that the school's academic honesty policy is aligned with IB expectations and undergoes a periodic review.
- » Ensure that teachers, candidates, and legal guardians are aware of IB requirements concerning academic honesty.
- » Agree with IB teachers on an internal calendar of all due dates for the receipt/ submission of candidates' assessment material
- » Ensure candidates and invigilators are provided with relevant information about examination regulations.
- » Establish a calendar for assignments.
 - » Plan regular meetings with faculty members to verify that all parties have a clear understanding of IB expectations.
 - » Ensure that policies and procedures are easily available to all interested parties (teachers, students, and their legal guardians)
 - » Organize regular briefings with the student's legal guardian

THE ROLE OF THE EE COORDINATOR:

The EE Coordinator plays an important role in introducing students to the research process and teaching them the foundations of academic honesty.

The EE coordinator mentors students throughout their academic careers and is a significant resource in conducting teaching and learning of certain norms recognized in a community of learners.

THE ROLE OF THE TEACHERS:

»Discuss plagiarism with students and how to properly perform a research paper or prepare an oral presentation

» Set clear expectations for assignments and instruct applicants on how to properly reference sources

» Be on the lookout for changes in writing style, as well as signs that the student's work is too complicated and intellectual and that it exceeds the student's competence.

»Read the final version and ensure that any work submitted to IBO is genuine. (EE, TOK papers, Internal Evaluation) When checking important IB assignments, teachers are highly urged to utilize Turnitin.

»Although the candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged, it is the responsibility of each teacher to confirm that, to the best of his or her knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate.

» Be role models of academic honesty and integrity.

THE ROLE OF PARENTS

At RCS we strongly believe in open communication between teachers, school administration, and parents.

Parents can play a very important role in supporting and helping their children achieve their full potential and acting with honesty by:

- » Read and become familiar with the Academic Honesty Policy and all IBO documents related to the IB Diploma rules and regulations
- » Supporting teachers and administrations in talking to their children about the importance of academic integrity
- » Cooperate with the school in case their child is found to be guilty of malpractice either intentionally, or by inappropriate documentation of sources.

References:

Academic Honesty, IBO, 2009

Academic Honesty in the International Context, IBO 2014

Academic honesty – principles to practice

Effective citing and referencing, IBO 2014

Appendix A:

RCS Academic Honesty Contract

By signing this contract you will be recognizing that students who breach the Academic Honesty Contract are subject to disciplinary action by the school and may be disqualified, by the International Baccalaureate Organization, from pursuing an IB courses.

1. I will always work independently on schoolwork that is required to be completed alone. I am aware it is not permitted to receive unauthorized assistance on any IB work being submitted for internal or external assessment.

2. I will always use my own words and ideas on IB work and will give proper

recognition to original authors when used. I understand that plagiarism is strongly forbidden. This is using the words or ideas of others, in whole or in part, and submitting it as one's own without giving proper credit to the original authors.

3. I will respect the ethical requirements of tests and examinations. I am aware it is not permitted to consult any unauthorized information during tests or exams and that it is not permitted to communicate exam information or answers during or following an exam.

4. I will always use accurate information. I am aware it is not permitted to falsify or fabricate data or observations on any work (being part of my Internal assessment, Extended Essay, or any other form of IBO or in-school assessment)

5. I will submit original work for every class and for every assessment (whether submitted to IBO and/or school). I am aware it is not permitted to turn in an original paper or project more than once for different classes or assignments.

I have read and understand this Academic Honesty Contract. I will follow the rules stated above. I have read and understood the IB General Rules and Regulations.

Student Name: _____

Date: _____

Signature _____

I have read and understood this Academic Honesty Contract and have discussed it with my son/daughter. I agree to encourage compliance with the rules stated above.

I have read and understood the IB General Rules and Regulations.

Parent Name: _____

Date: _____

Signature _____