



Academic Honesty Policy

Franklin Academy

Pembroke Pines K-8 Campus

International Baccalaureate Middle Years Programme

Purpose

At Franklin Academy Pembroke Pines, all of our stakeholders believe that academic honesty is the foundation for effective learning and assessment. All International Baccalaureate (IB) Middle Years Programme (MYP) learners, families, teachers, staff, administrators and families have the responsibility to acknowledge the use of someone else's work. A committee of teachers, staff, and administrators developed this document to outline the components of the Franklin Academy Pembroke Pines Middle Years Programme Academic Honesty Policy.

Academic Honesty Philosophy

The goal of Franklin Academy Pembroke Pines is to develop learners who are able to achieve academic success while maintaining academic honesty under enormous pressure to succeed. As such, personal integrity and principled behavior must be explicitly taught, reviewed and continually emphasized throughout the school community. Accountability to the Academic Honesty Policy will be a key component in ensuring adherence to the policy and achieving high standards of student product and achievement. The philosophy of the Franklin Academy Pembroke Pines IB MYP is that all students will embody the IB Learner Profile traits, particularly in being knowledgeable of how to maintain academic honesty and acting principled by citing the work and ideas of others. When these qualities are practiced, they promote the type of behaviors and skills needed to be successful in both the classroom and future educational endeavors. These qualities also prepare students to be effective global citizens.

Mission Statement

Utilizing an intercultural-mindedness model and a standards-based curriculum, the mission of Franklin Academy is to create compassionate, engaged, life-long learners by promoting a culture of collaboration and high expectations that emphasizes character development through active service in the local, national and international community, while adhering to the principle that all children can learn.

Foundational Concepts of Academic Honesty

According to IB (International Baccalaureate Organization, 2017), academic honesty is, "a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment." Franklin Academy Pembroke Pines expects that learners respect others'

intellectual property, and submit work that is of their own creation. If Franklin Academy Pembroke Pines learners want to use the ideas of others in their work, they are expected to cite them appropriately, using the American Psychological Association (APA) 6th Edition format or Modern Language Association (MLA) format.

Failure to uphold the academic honesty policy is considered academic misconduct, which must be defined in order to explain inappropriate behavior and the consequences that will occur upon such behavior. IB defines academic misconduct as “behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component.” (International Baccalaureate Organization, 2017)

This includes:

A. CHEATING AND ACCOMPLICE TO CHEATING

Cheating (International Baccalaureate Organization, 2017) is defined as behaviour that results in a student making a deliberate choice to gain an unfair advantage in an assessment situation. An accomplice to cheating is someone who makes the deliberate choice to help another individual cheat. Cheating includes but is not limited to:

1. copying another student's work (with or without his/her knowledge);
2. copying assessment tasks;
3. forgery;
4. using unauthorized notes or other study aids during an assessment;
5. submitting work as his/her own that has been copied; and/or
6. communicating with other learners during an assessment.

B. COLLUSION

At Franklin Academy Pembroke Pines, collusion (International Baccalaureate Organization, 2017) is defined as behaviour that provides another student with help in cheating. This help includes but is not limited to:

1. giving intellectual property (their own or others) to a student with intent to cheat;
2. providing information on how to obtain another student's intellectual property;
3. providing information on how to obtain assessment tasks (prior to examination);
4. forging documents for another student;
5. helping copy documents for another student;
6. providing unauthorized notes to another student during an assessment; and/or
7. taking an online assessment or assignment under another student's identity.

C. COLLABORATION

Collaboration is a necessary 21st century skill. Therefore, Franklin Academy Pembroke Pines promotes effective collaboration skills so that all of our learners can collaborate ethically on academic projects. However, learners must understand the difference between honest and dishonest collaboration. Collaboration (International Baccalaureate Organization, 2017) is defined as cooperative work with other learners on academic tasks. In collaborative work, learners are assigned individual responsibilities to create interdependence and group accountability. Learners are not allowed to collaborate unless the teacher has assigned a collaborative task or has approved student requests for collaboration. Any behaviour during collaboration that falls under the definition of cheating or accomplice to cheating will be reported and addressed according to the terms of this policy. In addition, if a student is believed to have allowed fellow learners (during collaborative work) to perform most/all of the required tasks, this will be considered a form of cheating.

D. AUTHENTIC AUTHORSHIP

Authentic authorship (International Baccalaureate Organization, 2017) is defined as a student's piece of work based on his/her "individual and original ideas with the ideas and work of others fully acknowledged" (academic honesty). It is important to note that learners may use resources that support their ideas, but they must also correctly cite the source using APA or MLA format.

E. DUPLICATION

Duplication (International Baccalaureate Organization, 2017) is defined as the student turning in the same work for different assessment tasks or different subject areas. For example, a student cannot use his/her own summative work from a unit in Language and Literature about environmentalism for a summative task in Science (unless an interdisciplinary unit has been established by the teachers and they have created a single assessment task). Also, a student cannot submit a summative task that he/she completed for Language and Literature Year 1 as in Language and Literature Year 3, even if the task is similar. In other words, learners must produce new work (meeting requirements for authentic authorship) for each assessment task assigned throughout their academic careers.

F. INTELLECTUAL PROPERTY

Intellectual property (International Baccalaureate Organization, 2017) is defined as ideas or work of another person, including professionals and learners.

G. PARAPHRASING

Paraphrasing (International Baccalaureate Organization, 2017) is defined as using different words to restate another person's ideas. Paraphrased ideas usually have a sentence structure, style, and vocabulary different from the original author. Paraphrasing is an acceptable way

to use a source. However, because paraphrasing still uses the ideas of another person, the source must be properly acknowledged through citations using APA or MLA format.

H. MALPRACTICE

Malpractice (International Baccalaureate Organization, 2017) is defined as any act of academic dishonesty. This includes plagiarism, cheating, collusion, and duplication.

I. PLAGIARISM

Plagiarism is defined as “using words, ideas, or products which belong to another person or source, without giving credit to the source from which it was taken” (International Baccalaureate Organization, 2017). Plagiarism can occur when a person tries to represent another person's work as his/her own in order to obtain some benefit, credit, or gain. However, plagiarism can also occur unintentionally if a person does not acknowledge the work of others that helped him/her to complete the assessment task. Regardless of the motivation, plagiarism is unacceptable and can be avoided with proper teaching and learning.

J. CITATION AND FORMATTING

Franklin Academy Pembroke Pines will use the APA 6th Edition format in all mathematics and sciences classes and MLA format in Language & Literature and Individuals & Societies classes. Franklin Academy Pembroke Pines learners are encouraged to learn the most current APA and MLA formatting. Learners should be able to create and build citations. All Franklin Academy Pembroke Pines learners have access to the library during school hours and prior to school, beginning at 7:45AM. Listed below are websites that assist with citation and formatting.

1. Purdue Owl

<https://owl.english.purdue.edu/owl/section/2/>

2. Turn It In

www.turnitin.com

3. Bibme

www.bibme.org

APA in-text citation examples are included throughout this document. The Bibliography at the end of the document is in APA 6th Edition format, as well.

Responsibilities of Stakeholders

Adhering to the academic honesty policy is the responsibility of all stakeholders. Each member of the academic team is accountable for upholding this policy with integrity.

IB MYP Students

It is the learners' responsibility to produce and submit assignments that represent their own work. When the ideas of others are included, learners should properly cite using the latest APA or MLA format. Learners should ask for assistance if they are uncertain about how to correctly acknowledge sources. Learners are also accountable for understanding the Academic Honesty Policy and to ask clarifying questions at any time, if needed.

If learners submit work that is not original, they must be willing to accept the appropriate consequences.

IB MYP Student Families

Parents and guardians are expected to understand and support Franklin Academy's Academic Honesty Policy. It is critical that they attend any meetings or conferences in reference to the academic honesty of their students. Parents and guardians expected to help their children abide by its contents and support them in the understanding of what constitutes authentic work and proper citing of sources. Families who observe any incidences of academic dishonesty are encouraged to address the incident to the learner's teacher or administration. It is unacceptable for a family member to complete and submit an assignment that is not the learner's original work.

IB MYP Teachers

All subject group teachers have the obligation to instruct learners in the proper ways of producing authentic work. They must ensure that students understand how to create original work through both research and collaboration. Educators also need to make certain that students know how to properly cite sources, including when paraphrasing, in order to avoid plagiarism. These responsibilities are to be continually reinforced throughout the school year. The teacher's role further includes helping IB learners to fully comprehend the Academic Honesty Policy and to provide resources for them to use at home and in the classroom.

Every effort should be made to explicitly teach students the correct methods for citing others' work and mistakes should be addressed consistently in all subject group courses. MYP Teachers must consistently follow-through with the consequences outlined in this policy.

IB MYP Leadership Team

The members of the leadership team are required to support teachers and administration in upholding the Academic Honesty Policy. They must thoroughly understand its contents in order to provide necessary resources and/or delivery of consequences, if needed. The leadership team also has the responsibility to ensure that staff members comprehend this policy and to assist them in educating their students.

IB MYP Support Staff

Support staff members who witness any acts of academic dishonesty are required to report them to the teacher or administration as soon as possible.

School Administrators

The administrative team has the responsibility of ensuring that all stakeholders are in receipt of and understand the Academic Honesty Policy. Through written and electronic communication, as well as in-person trainings, administration is charged with the task of verifying that this policy will be enforced and supported by all parties involved. In addition, the administrative team will serve on the Academic Honesty Committee.

The administrative team will determine appropriate sanctions according to the Administrative Discipline Matrix of the School Board of Broward County (Broward County Public Schools, 2017). The decision to allow students an opportunity to complete an alternative assessment is at the discretion of the administration. When issuing consequences, administrators are required to make sure that the student policy violator understands the infraction and its ramifications.

Learner Profile Attributes Within the Academic Honesty Policy

At Franklin Academy Pembroke Pines, all members of the IB MYP Community are expected to embody the IB Learner Profile Traits. The following traits serve as a guide for our policy:

-Principled

-Knowledgeable

-Thinkers

-Communicators

-Inquirers

We believe that these traits promote the behavior and skills needed to be successful in the classroom and in the future as productive citizens.

Academic Honesty Practices

Detection and Reporting

Students are also under obligation to report any incidences of academic dishonesty to the teachers or administration. As IB learners, students are required to be principled. This includes performing with honesty and integrity. The names of students who bring forth information regarding situations of academic dishonesty will remain confidential. Furthermore the reporter must not discuss the incident, or any details of it, with anyone other than the teacher and administration.

Investigation

If a teacher has reason to believe that academic dishonesty has occurred, the following steps must be taken.

1. The teacher will investigate the suspected malpractice.
2. The teacher will communicate the outcome of his/her investigation to the Assistant Principal.
3. Parents and legal guardians will be contacted to inform them of the academic misconduct.
4. Based on the investigation of the Assistant Principal, the administration will use the School Board of Broward County Discipline Matrix to determine the appropriate consequences.

Academic Dishonesty Consequences

Administering consequences that result from academic dishonesty will follow the same procedure as any disciplinary matter according to the Administrative Discipline Matrix of the School Board of Broward County.

1. All offenses require parent or legal guardian contact/conference and written referral to the Assistant Principal. All documents related to the incident will be placed in the student's cumulative folder.
2. First Offense: Recommendation may be made for multiple detentions; including Saturday Detention. This will depend on the level/degree of misconduct, at the discretion of School Administration.
3. Second Offense: Recommendation may be made for out-of-school suspension (3-5 days), depending on the level/degree of misconduct.
4. Students may receive a "zero" or "no credit" for any assignment that has been completed through academic dishonesty. At the discretion of the administration, the student may be required to complete an equivalent assignment for reduced credit. The opportunity to make up assignments will most likely be extended to multistep assignments (i.e. science fair).

Policy Creation Process

The Academic Honesty Policy was created by a committee which consisted of the IB MYP Coordinator, the administrative team consisting of our principal and both assistant principals, two curriculum support teachers, one Language and Literature teacher, a Mathematics teacher, a Gifted endorsed teacher, an Individuals and Societies teacher, a Design teacher, a Science teacher, an ELL specialist, and our Special Programs Coordinator. The Academic Honesty Policy was developed with the assistance of publications from the IB "Principles into Practice" and "Guide to Authorization" as well as examples of "Academic Honesty Policies from IB World Schools." The following individuals comprised the Academic Honesty Committee.

- o Jeanette Alejo- Language and Literature
- o Courtney Collins- Individuals and Societies
- o Elena Diaz-Principal
- o Kiya Gooden- School Counselor
- o Traci Lipman- Math/Gifted Endorsed Teacher
- o Alexander Lopez-Sciences
- o Glenda Lubiner- Arts
- o Kathy Ross- IB MYP Coordinator

- Kisha Titus- Design

Bibliography

Broward County Public Schools. (2017). *What is the Discipline Matrix?* Retrieved from Broward County Public Schools Code of Conduct: <http://www.browardschools.com/Parents-Students/Parent-Student-Pages/Code-Of-Conduct/Discipline-Matrix>

International Baccalaureate Organization. (2017, September). *MYP Resources*. Retrieved September 1, 2017, from MYP: From principles into practice (for use from September 2014/January 2015): https://resources.ibo.org/data/m_0_mypxx_guu_1405_4_e.pdf

Franklin Academy is an IB World School for the Middle Years Program. IB World Schools share a common philosophy- a commitment to a high-quality, challenging, and international education- that we believe is important for our students.

For further information about the IB and its programmes visit our website at <http://pp.franklin-academy.org/> under the "For Parents" section and International Baccalaureate tab.