



ACADEMIC HONESTY POLICY



Purpose

At Franklin Academy Sunrise Campus, we believe that academic honesty is the responsibility of all stakeholders including students, teachers, staff, administrators, and families. A committee of teachers, leadership staff, and administrators from Franklin Academy Sunrise Campus developed this document in order to outline the key components of our Academic Honesty Policy.

Philosophy

In the MYP, students are possibly facing their greatest pressures from both parents and peers to achieve success. As a school, we must assist in the students' personal development and ensure academic honesty is understood and practiced as a high standard. Promoting personal integrity is also a crucial aspect of this policy. At Franklin Academy Sunrise Campus, students are expected to adopt the traits of the IB Learner Profile, which are embedded throughout the curriculum and school culture. These profile traits serve as guidelines for our Academic Honesty Policy and include:

- Inquirers – those who acquire the skills necessary to conduct inquiry and research;
- Knowledgeable – those who explore concepts, ideas and issues;
- Principled – those who act with integrity and honesty, and take responsibility for their own actions;
- Open-minded – those who are accustomed to seeking and evaluating a range of points of view; and
- Risk-takers – those who are brave and articulate in defending their beliefs.

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.

Building better people, every day.

Defining Concepts of Academic Honesty

This portion of the document outlines the challenges that learners face in demonstrating honesty and how teachers, learners and all stakeholders share responsibility for ensuring that all actions in support of academic honesty are integrated and consistent. Academic honesty is defined as a set of intrinsic values and skills that promote the learner profile trait of principled. It also entails integrity in teaching, learning, and assessment. Furthermore, Franklin Academy Sunrise Campus expects that students respect others' intellectual property, and submit work that is of their own creation. If Franklin Academy Sunrise Campus students want to use the ideas of others in their work, they are expected to cite them appropriately.

IB defines academic misconduct as "behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component."

This includes:

A. CHEATING AND ACCOMPLICE TO CHEATING

Cheating is defined as behavior 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 students during an assessment.
7. Technology Devices including the use of phones, tablets, Apple watches, & even opening new tabs on the computer during an assessment.

B. COLLUSION

At Franklin Academy Sunrise Campus, collusion is defined as behavior 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 Sunrise desires that all of our students learn to collaborate ethically on academic projects. However, students must understand the difference between honest and dishonest collaboration. Collaboration is defined as cooperative work with other students on academic tasks. In collaborative work, students are assigned individual responsibilities to create interdependence and group accountability. Students are not allowed to collaborate unless the teacher has assigned a collaborative task or has approved student requests for collaboration. Any behavior 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 students (during collaborative work) to perform most/all of the required tasks, this will be considered a form of cheating.

D. AUTHENTIC AUTHORSHIP

Authentic authorship 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 students may use resources that support their ideas, but they must also correctly cite the source using. Artificial Intelligence including Chat GPT to help formulate any of a students assessments is not allowed. *Refer to AI Generative Policy

E. DUPLICATION

Duplication 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 Sciences (unless an interdisciplinary unit has been established by the teachers and they have created a singular assessment task). Also, a student cannot use a summative task that he/she completed for Language and Literature Year 1 as a task in Language and Literature Year 3, even if the task is similar. In other words, students must produce new work (meeting requirements for authentic authorship) for each assessment task assigned throughout their academic careers.

F. INTELLECTUAL PROPERTY

Intellectual property is defined as ideas or work of another person, including professionals and students.

G. PARAPHRASING

Paraphrasing 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 evidence is appropriately cited. (per class requirement)

H. MALPRACTICE

Malpractice is defined as any act of academic dishonesty. This includes plagiarism, cheating, collusion, and duplication.

Student's Role

It is the student's responsibility to produce and submit assignments that represent his or her own work. When the ideas of others are included, this information must be properly cited. Students 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 students submit work that is not original, they must be willing to accept the appropriate consequences. Whether the academic dishonesty was intended or the result of inadequate effort, learners must take responsibility for their actions. Students have the right to present their case in front of Administration in the event there is a reason to believe that his/her teacher has been unfair when judging for academic misconduct. In this case, the teacher will set up a parent teacher conference to discuss the academic dishonesty. If any further actions are needed, administration will be available.

Families' Roles

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 need 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 report the incident to the student's teacher or administration.

Teachers'

Roles

All subject group teachers have the obligation to ensure that students are aware of the Academic Integrity Policy. Subject area teachers must ensure that students can define and determine what academic integrity is and is not. Such determination should be made in the form of an assessment at the commencement of the school year when teaching classroom policies and procedures.

Additionally, signage should be included in all classrooms reminding students of this policy. Teachers must also utilize tools and resources provided to them to ensure academic integrity. Resources that have the possibility of assisting teachers with detecting academic dishonesty should be communicated to the IB MYP Leadership team.

All subject group teachers have the obligation to instruct learners in the proper ways of producing authentic work including the **five fundamentals**:

Honesty: Honesty teaches students to be truthful and transparent in their work, while trust helps build a sense of reliability and credibility.

Trust: Trust allows students to complete their work with integrity, it reinforces the value of their education and the reputation of their institution.

Fairness: Fairness ensures that all students are given equal opportunities and treatment.

Respect: Respect teaches students to value themselves and others, and responsibility instills a sense of accountability and ownership.

Responsibility: Responsibility involves taking ownership of one's work and acknowledging the contributions of others when appropriate.

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 Integrity 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.

Leadership Team's Role

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.

Support Staff Role

Support staff members who witness any acts of academic dishonesty are required to report them to administration as soon as possible. It is not the responsibility of the support staff to confront the potential violators.

Administrative Role - Dean of Students

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.

Academic Honesty Committee Role

The members of the Academic Honesty Committee have the sole obligation of enforcing the Academic Honesty Policy with integrity and consistency. The administrative team will determine appropriate sanctions according to the Administrative Discipline Matrix of the School Board of Broward County. When issuing consequences, administrators are required to make sure that the student policy violator understands the infraction and its ramifications.

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.

Academic Dishonesty Consequences

Administering consequences that result from academic dishonesty will follow the following procedures for specific MYP Year. All documents related to the incident will be kept in the School Academic Honesty Policy Binder. **Per classroom per teacher**

MYP Year 1:

1. First Offense: The student will receive a detention for this 1st offense. In addition, a student and parent conference can be requested. Students will be allowed to re-take their subject specific assignment/exam for a grade– This does not apply for State exams and/or Benchmark examination.
2. Second Offense: Student will receive a second detention. In addition, the student will receive a “zero” for any assignment that has been completed through academic dishonesty.
3. Third Offense: The student will serve an out of school suspension (1-5 days), depending on the level/degree of misconduct.

MYP Year 2 and 3:

1. First Offense: The student will serve a detention. In addition, the student will receive a “zero” for any assignment that has been completed through academic dishonesty.
2. Second Offense: The student will serve a half-day internal suspension. In addition, student will receive a “zero” for any assignment that has been completed through academic dishonesty.
3. Third Offense: The student will receive an out of school suspension (1-5 days), depending on the level/degree of misconduct.

Students and parents or legal guardians have the right to see evidence, statements, reports and correspondence about the case. They also have the right to dispute the consequences and assess the situation with the classroom teacher. If failed to come to a resolution, leadership and administration will intervene.

Teachers' Roles

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Policy Creation Process

The Academic Honesty Policy was created by a committee.. 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 and Franklin Academy Cooper City.

Policy Creation Process

The Academic Honesty Policy is shared with all stakeholders through a variety of communication methods. Franklin Academy Sunrise Campus has an information website that consistently updates families on all IB aspects as well as provides all IB related documents. Our goal is to translate our Academic Honesty Policy into Spanish and other languages to reach all stakeholders and families. The Academic Honesty Committee has determined that the policy will be reviewed at least once each school year. The Academic Honesty Policy committee will revise the policy at the conclusion of the school year. Faculty: Ms.Labarca - Language Acquisition, Ms. Barrett Language & Literature, Mr. Sanchez - Mathematics, Ms. Roberts - Science, Mr. Nebiu - Chess, Mrs. Levine - Career Education Admin: Ms. Turay - School Counselor, Ms. Capablanca - Curriculum Specialist