



## **Foreign Language Academy** **Academic Honesty Policy** **(SY 2021-2022)**

At Foreign Language Academy, we follow the Academic Integrity Policy established by Kansas City Public Schools (KCPS), as outlined in the KCPS Code of Student Conduct 2021-22, which states: *Academic integrity is a focus on learning through positive values of honesty, trust, fairness, respect, responsibility and courage driving learners intrinsically in ethical academic practice.*

In addition to the district policy, The Foreign Language Academy has added the following information and guidelines for our students:

Academic honesty at FLA requires all IB learners to follow all attributes of the IB learner profile. The IB learner profile attribute that particularly reflects academic honesty is that of being **principled**. We define “principled” as being honest and fair to others and ourselves. As IB students, we demonstrate Academic Honesty through these actions which reflect the Learner Profile traits:

- **Principled:** give credit and cite sources when borrowing primary or secondary sources, such as words, ideas, or images from a source
- **Risk-taker:** choose to always do authentic work and report any misconduct
- **Thinker:** consider how to convey information in a way that is authentic
- **Inquirer:** ask for clarification when necessary
- **Open-minded:** consider how to give credit to others by citing sources
- **Communicator:** use personal voice and words by paraphrasing
- **Balanced:** manage time, so work is finished on time and there is no temptation to cheat
- **Caring:** respect other’s work and ideas by giving proper credit
- **Reflective:** consider the benefits of being honest and turning in authentic work
- **Knowledgeable:** understand the use of subject specific citation formats (MLA is used at FLA)

*Ethical academic practice includes avoiding the following behaviors of academic dishonesty, and may include, but is not limited to:*

- **Plagiarism** – *Failure to use original, unique yet informed ideas, thoughts, works, or images. Products used without proper documentation whether intentional or not. A student’s responsible use of computer hardware and software materials and the academic integrity of school-work completed using these resources will be held to the same standard as that for conventional assignments.*

*Examples:*

- *Any representation of others' work as your own*
  - *Non-original work that is not cited and appropriately referenced in submissions.*
  - *Copying information from a book or a website.*
  - *Misuse of quotation marks, paraphrasing, and in-text citations makes authorship unclear.*
  - *Failure to identify source of elements of nonverbal work (i.e. painting, dance, music, photo, composition, etc.) that you've derived your work from.*
- **Collusion** - *Any kind of cooperation that unfairly advantages a student, or group of students, over others.*

*Examples:*

- *Cheating - Bringing answers into a test area or helping someone else cheat both deliberately and through support. Using unauthorized notes or technology. Allowing your work to be copied and/or submitted by another student.*
- *Representing significantly unequal work as an equal collaboration.*
- *Sharing information about assessment content and questions with other students.*
- *Forgery/Falsifying Documents. Counterfeiting documents for personal advantages in terms of grades, standardized testing, academic standing, recognition, post-secondary placement, eligibility and privileges.*
- *Writing a paper or doing homework for another student, or sharing completed work with another student who takes the course in the future.*

*Collusion is to be contrasted with collaboration, which we define as multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task.*

- **Duplication of Work** - *Submission of the same work, for different assessment components or curriculum components. All assignments should be created newly for the course or assessment unless discussed with the instructor in advance.*
- **Unfair Practice** - *This is defined as any action that gains a student an unfair academic advantage.*

*It is the understanding of all school personnel that when a student puts his or her name on any assignment, they are submitting it as their own and acknowledging original ownership.*

*Examples of citations for acknowledging original authorship can be found on the Purdue Owl website [here](#). FLA students will use MLA style for all academic citations.*

### **Teaching the Academic Honesty Policy**

It is the responsibility of all staff members to teach and reinforce the academic honesty policy in all subject area groups. At Foreign Language Academy, this process will begin in the Primary Years Programme through explicit teaching of the IB Learner Profile Traits and alignment of academic expectations. At the MYP level, all staff are required to teach and reinforce the academic honesty policy in all subject area groups. Introductory lessons will be taught in Advisement class in MYP 1, reviewed each year in Advisement for MYP 2 & 3, and further reinforced in other classes, especially Individuals & Societies and Language & Literature as a part of their writing and research projects. The purpose will be to explain the importance of academic honesty and how to avoid academic malpractice. In those courses, we use MLA for proper citation format. ELL students, where possible, may learn through their mother tongue and choose to work from multilingual sources. We also provide support for ELL students in regard to differences in cultural understanding of academic honesty. Throughout the year, subject area groups will review the policy as needed such as when the students are conducting research. For example, students will use process journals in some MYP subject groups as well as the MYP community project as a tool for promoting academic honesty. It is also important to note that the academic honesty policy will be continually reinforced in the Design courses as students learn how to be digital citizens. MYP teachers will begin to utilize a similarity checking tool called Turnitin in order to check work against online sources. Teachers may use Turnitin to ensure students submit their own work with sources references where required.

### **Roles and responsibilities in supporting academic honesty**

All stakeholders are responsible for ensuring academic honesty. Each member of the team is accountable for upholding this policy with integrity.

- **Roles of the Faculty (including counselors, specialists, support and paraprofessionals):** The teacher's role is to teach IB learners the academic honesty policy. Teachers will provide training and citation resources for student use at home and in the classroom. All teachers are expected to follow the citation guidelines according to their IB subject area. All teachers will communicate the academic honesty policy with families to ensure clear expectations. Per district guidelines, *the initial act of academic dishonesty will result in the student receiving a zero on the assignment and parent notification.*
- **Roles of the IB Learner:** It is the IB learner's responsibility to produce and submit assignments that represent his/her own work. When the ideas of others are included, this information must be properly cited using a style and format appropriate to the learner's year in the programme. Learners are accountable for understanding the academic honesty policy and for asking clarifying questions at any time. At the beginning of the school year, the IB learner will complete the Student and Parent/Guardian Academic Honesty Policy Signature Page with his/her parents and return it to their Advisement teacher (see Appendix A). Whether the academic dishonesty was intended or was the result of inadequate effort, learners will take responsibility for their actions.

- **Roles of the Family:** Families and guardians will support Foreign Language Academy's Academic Honesty Policy. At the beginning of the school year, the parent/guardian will complete the Student and Parent/Guardian Academic Honesty Policy Signature Page with their student (see Appendix A). Families will come to requested meetings to discuss the academic honesty of their students, along with remaining open to communication from the school regarding this policy. Families will assist their students in understanding the expectations regarding all forms of academic honesty.

### **Monitoring Systems**

Teachers may use Turnitin to ensure students submit their own work with sources referenced where required. Turnitin.com is a software used to check a student's submission against online sources. Teachers will go through an annual training on academic honesty as part of the required staff training days before school starts each. Students will have specific lessons around academic integrity through their advisement classes as well as through their Language & Literature, Individuals & Societies, and Design coursework.

The MYP Coordinator will maintain records of all academic dishonesty infractions. Teachers will report incidents to the MYP Coordinator. The coordinator will discuss the incident with the student and reported to parents, counselors, and administration. Age-appropriate consequences will be administered within FLA's discipline protocol, based on frequency and severity of the violations. This process is communicated to the school community through our annual open house meetings.

### **Communicating the Academic Honesty Policy**

The academic honesty policy is regularly communicated to all staff, families, and stakeholders. It will be posted on the Foreign Language Academy website and available in the Parent Handbooks.

### **Reviewing the Policy**

The MYP coordinator will ensure that the academic honesty policy is reviewed and revised every two years to reflect the current needs of the school population and to ensure consistency with IB expectations. The academic honesty policy is also in accordance with the Kansas City Public School's Board of Education. All staff at Foreign Language Academy are involved in the development of the academic honesty policy and agree to uphold it. All staff are responsible to ensure that the academic honesty policy is a working document, that it is followed and reflected upon.

*Footnotes: Citations of schools and districts referenced in the writing of this policy:*

*Bloomfield Hills Schools*

**Foreign Language Academy**  
**IB Academic Honesty Policy Acknowledgement Form**

As an International Baccalaureate (IB) learner at Foreign Language Academy, I have read and understand the academic honesty policy. I realize its importance to my education which is based on the work that I complete with integrity. I fully comprehend and will display the IB Learner profile attributes. These attributes will allow me to realize the IB's mission in both our school community and the global society. FLA has high expectations for all students and academic honesty plays a major role in this mission. Below are the principles of the academic honesty policy that will guide me to be principled and act with integrity as an IB learner:

**AN IB STUDENT DOES:**

- Work independently (unless given permission by the teacher).
- Create his/her own work both at home and at school.
- Use his/her own words, thoughts, and ideas.
- Give proper recognition through a recognized reference system to authors when using their work.
- Use the resources and websites provided in this policy to help in proper citations and formatting.
- Turn in original work for each subject group and understand that an original paper or project cannot be turned in more than once for different subject groups.

**AN IB STUDENT DOES NOT:**

- Copy others' work, in whole or part, and claim it as his/her own.
- Share his/her work or information about an assignment with another student unless the teacher has instructed the student to work collaboratively with others.
- Share information about a test to students who have not yet taken the assessment.
- Talk during a test, or use outside resources for an advantage, such as notes or technology, without the permission of the teacher.
- Commit any form of academic dishonesty as outlined in this policy.

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My signature below indicates that I have read, understand, and agree to abide by the **Foreign Language Academy Academic Honesty Policy**. This knowledge also includes the acceptance of consequences for any policy violation(s).

Student Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the **Foreign Language Academy Academic Honesty Policy** and will support the guiding principles that have been established herein.

Parent/Guardian Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_