



Franklin High School
International Baccalaureate Program
4600 E. Fremont St
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***Franklin High School IB Program
Diploma and Middle Years Programs
Academic Honesty Policy***

This Academic Honesty Policy is being adopted by the Franklin IB Staff in recognition of the IBO expectations that all IB students participate within the program with academic integrity and honesty. Academic honesty is a foundational principle of the IB program; students who violate the Academic Honesty Policy jeopardize their place in the IBO community, and such violations will not be tolerated by the IBO.

Teachers and administrators are responsible for authenticating IB assessments and will alert IB immediately if plagiarism has occurred. **Any academic dishonesty for IB assessments (internal or external) may result in the negation of one or all IB scores for that student. In addition, there is a possibility that the student will lose their chance to earn the diploma and/or college credit for that IB assessment.** Site repercussions do not preclude the International Baccalaureate program and should be considered an addition to any penalties or actions taken by the IBO. Consequences for these violations will be adhered to by the Franklin IB staff as outlined in this policy below.

Academic Honesty

Franklin High School expects all International Baccalaureate (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. Below is a list of the IB Learner Profile and how they can be shown in relation to academic honesty.

- **Principled:** give credit and cite sources when borrowing primary or secondary sources, such as *words, ideas, or images* from a website, songs, videos, interviews, and reference books.
- **A risk-taker:** as a leader, remember to always do your own work and remember that helping is not the same as giving answers
- **A thinker:** think about how to convey information in a way that is your own
- **An Inquirer:** ask for clarification when necessary



- **Open-minded:** consider how to give credit to others in your work by citing sources
- **A communicator:** when writing, use your own voice and words by paraphrasing
- **Balanced:** make a schedule and manage your time, so you finish work on time and are not tempted to cheat
- **Caring:** respect other's work and your own by only turning in work that is yours
- **Reflective:** consider the benefits of being honest and turning in your own work
- **Knowledgeable:** understand the use of subject-specific citation formats (MLA, APA, Chicago, etc.)

Plagiarism

Plagiarism is:

- any use of another individual's words or work without giving formal credit through proper citations.
- misuse of published material or material acquired from internet sources
- paraphrasing or copying any source without giving proper credit to the author
- not using an approved format when citing sources
- turning in an assignment not based on one's own research and ideas

Characteristics of Academic Malpractice

Violations include (but are not limited to):

- Copying another's assessment/assignment (or part thereof)
- Inappropriately sharing an assessment/assignment with another student (or part thereof)
- Working with others on an assessment/assignment that was meant to be done by individuals
- When working in groups, not properly participating in group activity and not properly contributing to the group product
- Using information that is not properly cited based on citation norms of each discipline



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- Submitting work that has been developed by another as your own (or part thereof)
- Committing academic malpractice on any assessment/assignment (or part thereof)
- Using physical or electronic methods of receiving or giving questions or answers on an assessment/assignment
- Using electronic/online devices as translators or answer generators when inappropriate (such as Google Translate to complete World Language homework or using a math answers app to solve a math problem)
- Stealing, accessing, or improperly possessing any examinations or other assessments, either physically or electronically
- Altering grades on a computer database
- Committing academic malpractice on any summative assessment, midterm, or final examination

Please see the Glossary of Terms at the end of this document to help further define Academic Misconduct and clarify possible violations of the Academic Honesty Policy.

Role of the IB Learner

Students must always be able to sign their name to the following **Academic Honesty Statement**:

“On my honor, I promise that I have neither given nor received help on this assignment/examination, nor will I pass on information to others. I am not submitting the work of others as my own, nor have I used a computer translator. I will take appropriate action in the following ways to initiate an investigation of a perceived violation: confront my peer, tell my teacher and inform the IB coordinator so that we can all guard against malpractice within the program.”

It is the IB student’s responsibility to produce and submit assignments that represent his/her own work. Including the ideas of others requires that the original author's information be properly cited using a style and format appropriate to the learner’s year in the program. Learners are



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accountable for understanding the Academic Honesty Policy and actively seeking out answers by 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 the office (see Appendix A). Whether the academic dishonesty was intended or was the result of inadequate effort, learners will take responsibility for their actions. To support our students in being principled in their academics, all Franklin students are required to submit written work through Google Classroom or *Grammarly*® to help ensure that their work is not in violation of the Academic Honesty Policy.

Role of the Family

Families and guardians will support Franklin'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 students (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.

Role of the Teacher

The teacher's role is to teach IB learners the Academic Honesty Policy. All teachers are expected to follow the citation guidelines according to their IB subject area. All teachers will communicate the Academic Honesty Policy with students to ensure clear expectations.

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. Introductory lessons will be taught in all subject areas beginning in MYP 1 and reinforced every year. The purpose will be to explain the importance of academic honesty and how to avoid academic malpractice (using various citation methods as academically appropriate). In addition, the Academic Honesty Policy will be reviewed in the beginning of the



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year in all core academic classes and as needed, such as when students are conducting research or completing IB assessments.

It is expected that all students will learn and apply the various styles of citation and writing that are academically appropriate for that discipline to prepare all learners for college level writing. It is also important to note that the Academic Honesty Policy will be continually reinforced as students learn how to be digital citizens.

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

Consequences and Procedures:

When a teacher has reason to believe that plagiarism has occurred, the following steps will be taken:

- The teacher will investigate the incident and will communicate the outcome of his/her investigation to the administrator.
- The parent will be notified.
- The consequences will be applied according to the offense.

***** The severity of the infraction can result in the escalation of consequences in some cases.**

Consequences for Academic Malpractice at Franklin High School

When Academic Malpractice has been identified, the following policy will apply to all students:

1st Offense

- A warning and review of the policy
- Will receive zero points on assignment without the possibility of resubmitting
- Parent notification
- A record of the incident will be documented and shared with the student's teachers (Synergy)



Second Offense

- In addition to 1st offense
- Written reflection on academic honesty
- Parent notification and meeting
- A record of the incident will be included in the student's file (Synergy and a discipline referral)
- After school detention

Third Offense

- In addition to 1st and 2nd offenses
- Students who commit academic malpractice on summative assessments will not be allowed to participate in school-wide activities regardless of how many prior offenses
- Revoke off-campus pass (if applicable)
- Students will lose any recognition of specialized program status (sashes, cords, pin, regalia, etc.)
- Parent meeting with administration present for consideration of removal from the IB program

Communicating the Academic Honesty Policy

The Academic Honesty Policy is regularly communicated to all staff, families, and stakeholders. It will be posted on Franklin High School's websites and available in the Student Handbooks.

Reviewing the Policy

The IB coordinator will ensure that the Academic Honesty Policy is reviewed and revised to reflect the current needs of the school population and to ensure consistency with IB expectations. All IB staff at Franklin High School is involved in the development and will agree on the Academic Honesty Policy. All staff are responsible to ensure that the Academic Honesty Policy is a working document, that it is followed and reflected upon.



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Glossary: Defining Concepts

Academic Malpractice

The IB Organization defines malpractice as behaviour that results in, or may result in, the candidate, or any other candidate, gaining an unfair advantage in one or more assessment components.

Academic Misconduct

Academic misconduct includes, but is not limited to plagiarism, collusion, duplication of work, or any other behavior (whether deliberate or inadvertent) that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating unauthentic reflections).

Collusion vs. Collaboration

Collusion is when students present work as their own that is, in whole or in part, the result of unauthorized collaboration; is plagiarised due to inappropriate collaboration during work that is designed to be completed individually; involves working with others without permission; or is the product of two or more students working together without official approval. Collusion also includes impersonating another student on exams or final tasks. Collusion is unacceptable.

Collaboration is multiple students actively engaging during the course and creation of a product per the assignment guidelines. Collaboration is working with others towards the same goal with the intentional sharing of ideas through teacher sanctioned groups. Collaboration, when permitted by the teacher, is legitimate and permissible. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task.¹

¹ Wendy Sutherland-Smith, "Crossing the Line: Collusion or Collaboration in University Group Work," *Australian Universities Review*, vol. 55, no. 1, (2013).



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Authentic Authorship

Authentic authorship is the creation of work based on "individual and original ideas with the ideas and work of others fully acknowledged". It is important to note that students may use resources that support their ideas in authentic authorship, but they must also cite each source. (IBO Academic Honesty p. 2)

Cheating

Cheating is when a student makes a deliberate choice to gain an unfair advantage. Cheating includes, but is not limited to, copying another student's work (with or without their knowledge), copying assessment tasks, forgery, and using unauthorized notes during an assessment.

Duplication

Duplication is the submission of the same work for different assessment or curriculum components, across disciplines or over time. All work should be original unless discussed with the instructor in advance.

Fabrication

Making up data or results, and recording or reporting them; submitting fabricated documents.

Falsification

Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Intellectual Property

Intellectual property is the ideas or work of an individual or group, including professionals and students.



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Paraphrasing

Paraphrasing is 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 as long as it is properly acknowledged through the use of citations.

The Franklin High School Academic Honesty Policy modifies expectations from both the *International Baccalaureate Academic Honesty Policy* expected of all IB schools and modifies ideas from fellow IB schools around the world. Schools and articles that were directly borrowed from were included in the bibliography.



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Appendix A: Student and Parent/Guardian Academic Honesty Policy Signature Page

FRANKLIN HIGH SCHOOL INTERNATIONAL BACCALAUREATE PROGRAM

As an International Baccalaureate (IB) learner in the Middle Years Programme (MYP) or the Diploma Program (DP) at Franklin High School, 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.

I understand that I must always be able to sign my name to the following:

“On my honor, I promise that I have neither given nor received help on this assignment/examination, nor will I pass on information to others. I am not submitting the work of others as my own, nor have I used a computer translator. I will take appropriate action in the following ways to initiate investigation of a perceived violation: confront my peer, tell my teacher and inform the IB coordinator so that we can all guard against malpractice within the program.”

Franklin High School's IB Program 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 to collaborate).
- Create his/her own work both at home and at school.
- Use his/her own words, thoughts, and ideas.
- Give proper recognition through proper citation styles to authors when using their work.
- Use the resources and websites provided in this policy to help in proper MLA citations and formatting.
- Turn in original work for each subject group and understands that an original paper or project cannot be turned in more than once for different subject groups.



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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.

My signature below indicates that I have read, understand, and agree to abide by the Franklin High School Academic Honesty Policy. I understand that the full Academic Honesty Policy is available on the school website, in the IB office, and can be accessed through teachers if I would like to review this policy further. This knowledge also includes the acceptance of consequences for any policy violation(s).

Student Name (Print): _____ Date: _____

Signature: _____ Date: _____

I have read the Franklin High School Academic Honesty Policy and will support the guiding principles that have been established herein. My signature below indicates that I have read, understand, and agree to abide by the Franklin High School Academic Honesty Policy. I understand that the full Academic Honesty Policy is available on the school website, in the IB office, and can be accessed through teachers if I would like to review this policy further. This knowledge also includes the acceptance of consequences for any policy violation(s).

Parent/Guardian Name (Print): _____ Date: _____

Signature: _____ Date: _____