



## **Foreign Language Academy Academic Honesty Policy** **(SY 2020-2021)**

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 2020-2021, which states:

*Students should commit themselves to act honestly, responsibly and, above all, with honor and integrity in all areas of their academic life. Students will be held accountable for everything they say and write. Students are responsible for the integrity of their work. Students should not misrepresent their work by using the work of another and representing it as their own. An initial act of academic dishonesty will result in the student receiving a zero on the assignment and parent notification. Subsequent violations may result in disciplinary consequences as outlined by the Code of Student Conduct. Academic dishonesty includes, 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.*
- **Cheating** – *The willful intent to use sources improperly for personal gain, such as, but not limited, bringing answers into a testing area, copying homework or assessments from another student, providing answers to another student, or using unauthorized notes or technology.*
- **Forgery/Falsifying Documents** – *Counterfeiting documents for personal, unwarranted advantages in terms of grades standardized testing, academic standing, recognition, post-secondary placement, eligibility and privileges.*
- **Performing Work for Another** - *Creating or completing work for others, including assignments, tests, and projects, to be submitted for credit or a grade.*

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

### **Foreign Language Academy International Baccalaureate (IB)** **Academic Honesty Policy SY 2020-2021**

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)

### **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 including. 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 (using MLA). Throughout the year, subject area groups will review the policy as needed such as when the students are conducting research. 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.

### **Roles of Stakeholders**

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

- **Roles of the Teacher:** 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.
- **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.

### **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 IB 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.

**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.

---

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: \_\_\_\_\_