

GLOBAL COMMUNITIES HONOR CODE

Welcome to the Global Communities smaller learning community! We are all very excited to work with you during these three years as we explore the ways that life in the United States is becoming more integrated and interdependent with other communities around the world.

One of our greatest hopes for this program is that we—students and faculty together--will form a closely-knit community of our own within the larger Newton South community. We hope that as we participate together in a variety of classes and other activities during these three years, we will learn more about ourselves and each other--not only as learners, but also as people.

Trust holds communities together. Without trust we will never be able to build the type of program that we envision: one where each person can grow as a respected member of the community and enjoy the freedom to make the most out of the opportunities available to us. In this spirit, we ask that each member of our community consider and endorse these core values:

- We take responsibility for our own learning and work;
- We create work that we can be proud of, that shows us at our best;
- We show respect for ourselves and each other;
- We are willing to help one another;
- We are open to the contributions of every member of the community;
- We understand the difference between group work and individual work; and
- We always give credit to the work of others, both inside and outside of our community.

As you can see, these principles reflect the values of Newton South's mission statement. Please think about them and discuss them with your family. We also ask that you read and sign the attached agreement on academic honesty, which explains what we mean by plagiarism and cheating. We hope that these issues never come up, but if they do we will at least all be working with the same definitions.

Thank you for being a part of our community. Together we will build a program that will make us all proud.

ACADEMIC HONESTY: ON PLAGIARISM AND CHEATING¹

In high school, college, and beyond, you are responsible for doing your own work. Taking someone else's ideas, words, or answers and calling them your own is a very serious breach of trust between you, the teacher, and your classmates. No matter the temptation or pressure, you must never do anything academically dishonest. Take the time to read this handout and understand plagiarism and cheating. If you ever have any questions in the future, do not hesitate to ask your teacher for assistance.

Plagiarism

According to the *American Heritage Dictionary* (2nd college ed.), plagiarism is the act of “stealing and using the ideas or writings of another as one's own.” Plagiarism usually occurs when a student is researching and writing a paper. A student may be tempted to copy from a good source and pretend that s/he wrote those words. Plagiarism can also take the form of paraphrasing from another source, without actually copying the exact sentence. Examples of plagiarism include, but are not limited to:

- *Word-for-word plagiarism*: repeating the exact words of a source without giving credit to the source. This includes *spot plagiarism*, which is using only a source's key words or phrases, not necessarily entire sentences.
- *Paraphrase plagiarism*: saying basically the same thing as an original source with just a few words changed.
- *Idea plagiarism*: using the structure, perspective or research from someone else's work.

You should be aware that you can be guilty of plagiarism even if you honestly did not mean to copy from a source. Your intent is not the question when it comes to plagiarism.

To avoid plagiarism, always give credit where credit is due. You must cite any ideas that are not originally yours. This is usually done by putting exact words from a source in quotation marks and writing a citation. If you paraphrase, use extra care to avoid presenting another person's ideas as your own. For more information on citations and bibliographies, refer to the school library's website:

<http://www.newton.k12.ma.us/nshs/Library/>

¹ Adapted from several NSHS sources, including the English and history departments, as well as individual teachers.

You do not need to cite “common knowledge.” These are facts that are widely known. For example, “France is located in Europe” is common knowledge, while “Trade routes through France increased in number by the end of the Crusades,” is not.

Cheating

Cheating is dishonest. Cheating on a homework assignment or test prevents you from learning properly and prevents the teacher from fairly assessing your work. While the most obvious example of cheating is stealing someone else’s answers during a test, cheating takes other forms too. Any act intended to improve someone’s grade (yours or someone else’s) through dishonest means is considered cheating. Always avoid even the *appearance* of cheating. Your work—inside and out of class—must always be your own. Examples of cheating include, but are not limited to:

Assignments

- Copying a classmate’s assignment.
- Letting a classmate copy your assignment.
- Having someone at home – a parent, sibling, or tutor – do your homework. It is okay for someone to go over completed assignments with you, but not to actually do it.
- Doing an individual assignment “with” someone else. You are expected to do your own work.

Quizzes and Tests

- Copying answers from someone else’s test.
- Letting someone else copy off your test.
- Bringing any materials into class that are not allowed.
- Talking during a test with a classmate for any reason. Do not talk to the person next to you, even to ask for a pen. Always raise your hand and talk to the teacher directly.
- If you are legitimately absent from class and talk about the test with someone who has already taken the test.
- If you have already taken the test and talk about the test with someone, including someone in another section of the class, who still has to take the test.

The Internet

- Material for any assignment that is taken off the Internet—and not given proper credit—is considered plagiarism/cheating.

Consequences for Plagiarism and Cheating

Willful plagiarism or cheating is one of the most serious offenses you can commit in a school. At the collegiate level, students who plagiarize or cheat get expelled from school. In the real world, professors, journalists, and others who do the same things get fired. Be smart, stay informed, and ask questions whenever you are unsure. You have total responsibility for your academic work.

According to the Orange Lion, the minimum consequence for the first case of plagiarism or cheating is a failing grade of zero or no credit for the assignment, essay, project, quiz, or test. This penalty also applies to students who *allow other students* to copy off their assignments, essays, projects, quizzes, and tests. In addition, your guidance counselor, housemaster, and parents will be notified. A subsequent violation will result in a one-day suspension from school and may jeopardize your continuing membership in the Global Communities program.

Student Responsibilities

To demonstrate your commitment to following this policy and your endorsement of our core values, we ask that you sign by hand each piece of work that you turn in. If you work with someone else on an assignment, that person should also sign it.

As members of this community, students who think another student may be violating the academic honesty policy should speak to the student about it or bring it to the attention of a teacher.

STUDENT ENDORSEMENT OF HONOR CODE

By signing below, I _____ acknowledge that I:
(print name)

- have read “Global Communities Honor Code” and endorse the community’s core values;
- understand the importance of academic honesty, the definitions of plagiarism and cheating, and examples of both;
- will talk about a particular assignment, or about plagiarism or cheating in general, with my teachers, guidance counselor, or housemaster if I have any questions or concerns whatsoever;
- understand the serious consequences of plagiarism and cheating; and
- AGREE NOT TO ENGAGE IN, OR ALLOW MY FRIENDS OR CLASSMATES TO ENGAGE IN, PLAGIARISM OR CHEATING FOR ANY WORK DONE IN THIS CLASS.

(signature)

(date)

PARENT OR GUARDIAN’S ACKNOWLEDGEMENT

We have discussed and understand this honor code.

(parent/guardian signature)

(date)