

Churchill Junior High School Academic Integrity / Honor Code

Statement of Purpose:

As members of the Churchill Junior High School Community, we believe in cultivating an environment of academic honesty. We value truth and trust in all facets of education.

It is our expectation that students take responsibility for their learning and experience the pride that accompanies academic achievement. This ensures a positive learning environment that emphasizes intellectual integrity. Plagiarism or cheating impedes a student's academic progress and compromises the trust between teacher and student. This trust is fundamental to the learning process and mission of the school.

The Academic Integrity/Honor Code has been created to establish a common understanding among staff, students and parents as to what constitutes academic dishonesty. The penalties are intended to promote growth in character, not simply to punish students.

To promote academic honesty, we encourage a sense of fair play, with credit sought only when it is deserved. The policy serves as a guide to uphold academic honesty.

The Academic Integrity/Honor Code for 9th grade students at Churchill Junior High School and 10th-12th grade students at East Brunswick High School addresses plagiarism and cheating.

Plagiarism is the act of taking the language, ideas or thoughts or works of art or music of another, and presenting them as one's own without proper acknowledgement. Plagiarism includes, but is not limited to, the following:

- submitting, as one's own, work created by another person whether that work was stolen, purchased, or shared freely
- copying or closely paraphrasing sentences or passages from print or electronic sources without properly citing the source
- claiming ownership of work that is not original in thought and language

Cheating is the giving or receiving of unauthorized information to gain unfair advantage over other students. Cheating includes, but is not limited to, the following:

- giving test information or receiving it from other students
- looking at someone else's paper during an examination, test, quiz, etc.
- talking with other students during an examination, test, quiz, etc.
- allowing someone else to see or use one's work at any time during an examination, test, quiz, etc.
- having, using, or attempting to use unauthorized written aids during an examination, test, quiz, etc.
- possession and/or use of unauthorized electronic devices during a test/quiz/assessment including but not limited to cell phone, tablet, laptop, smartwatch, calculator (*when not permitted*), etc.
- using or sharing unauthorized information from electronic devices, including calculators, on tests or assignments
- claiming sole credit for work completed with other students
- copying work assigned to be done independently
- allowing others to copy one's work or the work of another person
- using purposely deceitful practices to improve one's grade or someone else's grade
- fabricating, altering, or copying laboratory data or reports
- accessing, corrupting, or changing anyone else's computer work or data

Classroom teachers will review the Academic Integrity/Honor Code in every class during the first week of school, citing specific examples of violation of the code as it pertains to his or her class.

Disciplinary Action/Consequences

{Note: Offenses are cumulative for high school students (grades 9-12)}

If a staff member determines that a student is in violation of the Academic Integrity/Honor Code, he or she will complete the Academic Integrity Infraction Form and record a '**Zero**' for the assignment in the grade book. After contacting the students' parent or guardian to inform them of the infraction, the teacher will submit the form to the student's Grade Level Administrator. The Grade Level Administrator will investigate the infraction and may assign consequences, in addition to the '**Zero**' grade, as follows:

First Offense:

- 'Zero' Grade on assignment and Teacher Contacts Parent/Guardian
- Parent/Student Conference with grade level administrator
- Student will be excluded for consideration of commencement honors (Valedictorian, Salutatorian, High Honors) as per District Policy.
- For students in 9th-12th grade, precluded and/or removed from membership in all academic honor organizations (National Honor Society, French Honor Society, Spanish Honor Society, Mu Alpha Theta, etc.)

Note: If the GLA determines that other disciplinary infractions are part of the incident, additional consequences may be imposed.

Second Offense

- 'Zero' Grade on assignment and Teacher Contacts Parent/Guardian
- Two Saturday detentions
- Removal from a position of leadership in any other club and/or activity for the balance of the school year (team captain, president, secretary, treasurer, etc. of any other club)

Third Offense

- 'Zero' Grade on assignment and Teacher Contacts Parent/Guardian
- Three days OSS
- Forfeit eligibility in extra-curricular and athletic activities for 45 days (Academic Probation)
- Prohibited from any future position of leadership in any club and/or activity
- If in the same course, student will be removed from that class (WF) and, if a senior, the schedule change will be communicated to all colleges
- If in the same subject, future honors and/or AP class selections require Department Chairperson approval.

Right to Appeal: Students have the right to appeal to the building principal. All appeals must be submitted in writing within three days of the imposed consequence.