Chapel Hill-Chauncy Hall Academic Honor Code

Academic Honesty

Chapel Hill-Chauncy Hall School recognizes academic honesty as a defining value that permits students and faculty to pursue knowledge with freedom, creativity, and mutual trust. An uncompromising commitment to academic honesty sustains the integrity of our intellectual community and fosters moral behavior among its individuals. Upholding the principles of academic honesty is essential not only for protecting the community from the harm that their violation can cause, but also for creating an environment in which original ideas can flourish and individuals can experience satisfaction and pride as they learn.

All Chapel Hill-Chauncy Hall students pledge to uphold the Academic Honor Code at the beginning of each academic year and may be asked by their teachers to sign a similar pledge upon completion of exams and major projects.

In order to uphold our commitment to academic honesty, Chapel Hill-Chauncy Hall School requires its students to:

- complete written assignments, including homework, independently
- collaborate with others only when the teacher approves
- share information and answers with other students only when the teacher approves
- follow course rules when taking quizzes, tests, and exams
- use the Internet respectfully and critically
- present all data or information gathered in the process of research exactly as it was found
- acknowledge the use of others' ideas by citing sources appropriately and according to the rules of the course
- acknowledge the names of students, teachers, parents, tutors, or others who helped in the completion of an assignment whenever asked by the teacher
- provide truthful information and answers whenever asked by a faculty member, the academic director, or an honor committee about a specific incidence of academic integrity.

Plagiarism, Cheating, and Falsification

Chapel Hill-Chauncy Hall students are expected to recognize and understand the several forms of academic dishonesty, including plagiarism, cheating, falsification of data, and providing answers to others:

- Copying or rewording phrases, sentences, paragraphs, or entire sections of a printed or electronic source and presenting them as one's own is plagiarism.
- Giving the impression that one knows material or has completed work one has not by copying the work of another person is cheating.
- Misrepresenting data or altering text to satisfy one's purposes is falsification of data.
Providing assistance or work to another student without the explicit permission of that student's teacher is a dishonest means of providing answers to others.

Students are required to avoid all acts of plagiarism, cheating, falsification, and dishonesty, including:

- using the work or ideas of another person in a written or spoken form without crediting the original author
- turning in another’s essay, lab report, or project as one’s own, including essays obtained from books of criticism, the Internet, or sources such as SparkNotes
- copying all or part of answers from another person’s exam, test, quiz, homework assignment, or lab report
- receiving answers from someone else or using unauthorized notes during an exam or test
- stealing examination or testing materials or teachers' answer keys
- submitting a single essay for credit in more than one course
- lying about details pertaining to an alleged incident of academic dishonesty.

Good Academic Habits

The faculty of Chapel Hill-Chauncy Hall School believes that students can develop consistent habits that will help them to sustain their own academic integrity. The faculty encourages all students to:

- begin work early and to plan a schedule that makes it possible to complete work independently
- read source material thoroughly
- take notes and/or mark significant passages as they read rather than after the fact
- write topic sentence outlines that help writers to remain focused on their own argument
- ask for help from their teachers, advisor, the librarian, the Learning Center faculty, or the academic director whenever they have questions about whether or not or how to cite
- consult Writing a Research Paper, Noodlebib, and their teachers’ style guides for information about how to quote, paraphrase, and cite correctly
- refer to reliable resources about citation:
  - *MLA Handbook* (Modern Language Association)
    http://owl.english.purdue.edu/owl/resource/747/01/
    http://www.chicagomanualofstyle.org/tools_citationguide.html
  - *APA Style* (American Psychological Association)
    http://owl.english.purdue.edu/owl/resource/560/01/
- use “turn-it-in.com” to check their work: http://turnitin.com/static/index.html
- turn in drafts of their work so as to catch mistakes in process
- ask for extensions when needed.
Consequences for Violating the Academic Honor Code

The consequences for violating the Academic Honor Code are significant. For a first incident, the student will meet with the teacher of the class in which the violation occurred, his or her advisor, and the Director of Academics. The student must make up the work to the teacher’s satisfaction, earning credit to a maximum grade of C+. This work must be submitted with a one-page reflective essay that demonstrates the student’s understanding of academic honesty. The student will receive an official warning, filed in the Academic Office, and a letter of notification of the occurrence will be sent to the student’s parent(s) or guardian by the Director of Academics.

For a second violation, the student will come before an Academic Honor Committee that includes two faculty members, two students, and the Director of Academics, who will make a recommendation of consequences to the Assistant Head of School. The student’s classroom teacher will also meet with the Academic Honor Committee during the hearing to explain the shape and scope of the violation, and the student’s advisor will attend in order to serve as an advocate. If the student is found to have violated the Chapel Hill-Chauncy Hall Honor Code, he/she will be required to redo the work for no credit and, in most cases of the second occurrence of academic dishonesty, will be assigned an in-house suspension. Furthermore, the student can expect to receive an educational response from the Academic Honor Committee that will be designed to help the student to better understand the nature of academic honesty and the importance of this virtue in an intellectual community. The Director of Academics will speak with the student’s parent(s) or guardian about the outcome of the Academic Honor Committee and will both send a letter to the parent(s) or guardian and place a letter of warning in the student’s file. Any student found to be in violation of the Academic Honor Code a second time will be placed on Academic Probation for the remainder of the school year and Social Probation for one calendar year.

If a student commits a third violation of the Academic Honor Code, an Academic Honor Committee will meet and may present the recommendation of expulsion to the Head of School.

Consequences for a student who provides unauthorized assistance to another, but who is not enrolled in the course in which the violation occurred, will be determined by those present at the Academic Honor Committee hearing and will be presented to the Assistant Head of School.
Academic Honor Code and Pledge

Chapel Hill-Chauncy Hall School recognizes academic honesty as a defining value that permits students and faculty to pursue knowledge with freedom, creativity, and mutual trust. An uncompromising commitment to academic honesty sustains the integrity of our intellectual community and fosters moral behavior among its individuals. Upholding the principles of academic honesty is essential not only for protecting the community from the harm that their violation can cause, but also for creating an environment in which original ideas can flourish and individuals can experience satisfaction and pride as they learn.

I have read the Chapel Hill-Chauncy Hall School Honor Code, and I promise to uphold it.

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