

Commack Middle School Academic Integrity

At Commack Middle School we (teachers, parents/guardians, and administrators) promote academic honesty. As participants in the IB Middle Years Programme, students are expected to become increasingly principled and reflective. To this end and for the good of the school community, we emphasize the following:

- students are responsible for the integrity of their own work
- a student's name on an exercise or assessment (homework, report, notebook, performance, project, quiz, examination or research paper, etc.) is taken as an assurance that the work submitted is the direct result of the student's own thoughts, is stated in their own words and produced without the assistance of others (when prohibited)
- any violation of this standard is regarded as academic misconduct.

Academic Integrity and the Learner Profile:

- Principled: Make sure that your work is always your own and references others' work by quoting, citing, or paraphrasing appropriately and respecting copyright and intellectual property.
- Reflective: Thoughtfully consider the authenticity of your work and respect the intellectual property of others.
- Risk-Takers: Always complete your tasks ethically, with the understanding that you might not always be correct.
- Knowledgeable: Know and use good practices such as referencing your written tasks, in order to enact academic integrity.
- Inquirers: Acquire the skills necessary to conduct inquiry and research.

It is our expectation that students refrain from instances of academic misconduct and/or plagiarism (as outlined by Board of Education Policy 3410) and further defined below.

Academic Misconduct:

Cheating and/or facilitating cheating is defined as:

1. copying or aiding someone on quizzes, tests or exams
2. writing formulas, codes, and key words on your person or objects for use on a test, when prohibited
3. using hidden reference sheets on a test
4. using programmed material in watches, calculators, or other electronic devices, when prohibited
5. exchanging answers with others (either giving or receiving answers) when prohibited
6. copying someone else's assignment and submitting it as your own
7. using papers or other work acquired from the Internet or other sources when prohibited
8. working with another person (student, friend, family member, tutor, etc.) on any assignment when such sharing of effort or work is prohibited.

Plagiarism:

1. presenting the work of another person without giving proper credit and/or acknowledgement to the original author(s) or source.

Teachers:

Commack Middle school teachers recognize that 21st century students have more access to information than preceding generations of learners. Subsequently, the teachers know that they have a responsibility to teach students about academic honesty, to show them how to cite sources following an appropriate and recognized style guide and to show them how to use the variety of information sources available with integrity.

Academic Dishonesty:

Progressive disciplinary consequences will be enforced for all instances of academic dishonesty resulting in parent/guardian contact, documentation through the Dean's Office and the loss of credit on a given assignment(s).

The district Code of Conduct will similarly be consulted/utilized to address instances of academic dishonesty. In any situation where a dispute exists regarding the validity of the charge or the suitability of the consequence, the student will have the right to appeal the decision to the building Principal:

- if the student disputes the Principal's determination, they may appeal the Principal's decision to the Superintendent of Schools or their designee. The student and their parents/guardians may submit their appeal to the Superintendent of Schools together with any written documentation to support their concerns.
 - The Superintendent will consider the appeal and any documentation received and render a written decision within 10 business days.
- the student and their parents/guardians may appeal the decision of the Superintendent of Schools to the Board of Education. Included with the appeal, the student and their parents/guardians may submit any written documentation to be considered by the Board of Education.
 - The Board of Education will consider the appeal and render a decision within 60 days.

Student Support:

Commack Middle School is fortunate to have a dedicated full-time Library Media Staff to assist students with their research, citation and print needs. On the Library/ Media site

(<https://www.commack.k12.ny.us/library9644.aspx>) students can:

1. access online databases
2. request literature
3. utilize school-supplied citations tools.

Student and Parent/Guardian Commitment:

As partners in education, families understand and reinforce the expectations of the IB program at home. All families should familiarize themselves with this document and the appeal process outlined above.

We have read the above procedure, and join the Commack Middle School by committing ourselves to academic integrity.

Student Signature

Parent/Guardian Signature

Student Printed Name

Parent/Guardian Printed Name

Date

Date