

These guidelines offer specific instances of situations that English students regularly must consider as they strive to adhere to the NYA honor code.

ESSAYS AND OTHER WRITTEN ASSIGNMENTS

All writing must be a student's own in both thought and expression. Family members, tutors, or other students may not write any portion of an essay for a student.

Students who need extra help with writing should first seek help from their teacher. A tutor, parent, student, or other person who assists a student with persistent difficulties in such areas as grammar, punctuation, organization, and spelling should be aware that if help is given, it may only **identify** the areas needing revision. Students must always make the appropriate changes themselves.

Students must carefully avoid plagiarism of all types. They may not copy ideas, language, or structure without proper citation of sources. They may not copy work done by another student.

OTHER HOMEWORK

Unless clearly specified otherwise, all homework (including reading and vocabulary assignments, essays) must be done individually by each student. If students are uncertain about whether collaboration with another student is permitted, they should ask the teacher for guidance. Copying another student's homework assignment is considered academic dishonesty, as is asking another student for a summary of assigned reading if the student has not actually done the reading.

Teachers who assign collaborative work, such as group projects, take pains to make clear to students what work may be done by the group and what work must be done independently. A student who is uncertain about what must be done independently should seek clarification from the teacher.

For a vocabulary lesson, some teachers may ask students to note the source (specific dictionary or Internet site) of the definition. In addition, if asked to write original sentences for the words, students must not copy or modify sentences provided in a dictionary or on a site such as dictionary.com. They must create their own sentences.

If a student is absent when a teacher lectures or provides other information that students write down, the student may ask to borrow another student's notes in order to write down the information. Photocopying another student's notes is not acceptable unless permission is given by a teacher. This is usually because of a medical condition.

USE OF OUTSIDE SOURCES, INCLUDING INTERNET SOURCES

The following are examples of plagiarism:

- Submitting a research assignment without parenthetical documentation and a works cited page.
- Summarizing others' ideas or copying information from other sources without providing proper citation.
- Using ideas taken from a book summary website such as SparkNotes, even if a student has read the book.

Some teachers may utilize a program called *Turnitin*, which can detect both Internet plagiarism and copying among students working on a particular assignment.

In addition to receiving guidance from teachers, students may consult the NYA website (click on Library) for additional resources related to proper parenthetical documentation and the preparation of a Works Cited page.

QUIZZES AND TESTS

Students may not discuss the content of a quiz or test with another student until the teacher has given specific permission to do so. Providing information about a quiz or test to someone who has not yet taken it is academic dishonesty.

The use of reading digests (*SparkNotes*, *CliffsNotes*, *Monarch Notes* and so on) is actively discouraged by the English Department. If a student uses such digests in place of reading the text, it is considered to be academic dishonesty. Other resources on these sites (for example, a discussion of themes or a summary of plot) may not be used in a student's own work.

GENERAL POLICIES

Work completed for one course may not be handed in for credit in another course.

Unless instructed by a teacher otherwise, all work must be turned in, in person, to the teacher. Upper School students who cannot locate their teacher may turn an essay in to someone in the Main Office, who will note the time and date, and pass it on to the teacher. Papers should not be simply dropped into faculty mailboxes or onto a teacher's desk, as an essay is not considered turned in until the teacher picks it up. Late penalties follow school guidelines (see below).

This late policy is the same one used by all academic departments.

- Grade 6: Late policy is set by the teacher.
- Grades 7-9: Late work will receive a 1/3 grade deduction (B to B-, for example) for each day late. Late work will be accepted for a period of 5 days. After 5 days, late work may be given an F or a zero, at the discretion of the teacher.
- Grades 10-12: The same grade reduction policy applies. The period in which late work is accepted is 3 days after the due date. After day 3, late work may be given an F or a zero, at the discretion of the teacher.
- Teachers will count a weekend as one day, not two, in figuring a grade deduction. A day on which a student is absent does not count when figuring a grade deduction.