

Plagiarism

Plagiarism is defined as “stealing or passing off the ideas or words of another as one’s own... to present as new and original an idea or product derived from an existing source” (Webster’s Ninth New Collegiate Dictionary 898). It is a serious academic offense with major consequences in college and the workplace. Be mindful that this behavior calls into question integrity and past work.

Offenses covered by this policy include, but are not limited to,

- Copying an assignment or test, or a portion thereof.
- Allowing others to copy an assignment or test, or a portion thereof.
- Giving or receiving test information, or a portion thereof.
- Working on or completing an individual assignment collaboratively without teacher authorization.
- Copying a portion of a document composed by another person, and presenting it as original work (no citation).
- Downloading an entire paper off the Internet and turning it in as one’s own original work.
- Downloading paragraphs or groups of sentences from existing texts online and turning them in as original work.
- Reformatting an existing text online and turning it in as original work.
- Copying an entire print text and turning it in as one’s own work.
- Copying groups of sentences or paragraphs from an existing print text and turning it in as one’s own work.
- Knowingly passing off someone else’s original ideas as one’s own.
- Attributing words or ideas to someone other than the actual author or source.

Policy

Teachers are required to present clear instruction on the definition of plagiarism and the correct conventions of documentation. Any student found to have plagiarized from a source which can be directly identified will face the following consequences:

<p><i>First offense:</i></p> <p>Generally credit will not be awarded for the assignment. Plagiarism will be recorded on the referral form, processed by the principal and the parent/guardian will be notified by the teacher. Disciplinary action may be personalized and extenuating circumstances can be considered.</p>	<p><i>Any second or following offense/s:</i></p> <p>Generally credit will not be awarded for the assignment. Students may be suspended for up to three days out of school, lack of academic integrity will be mentioned in the school report and Honors will not be earned or noted on the transcript for that course. Plagiarism will be recorded on the referral form, processed by the principal and the parent/guardian will be notified by the teacher. Disciplinary action may be personalized and extenuating circumstances can be considered.</p>
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A member of National Honor Society (NHS) will suffer further consequences for plagiarism, up to ineligibility of membership.

Teachers are required to report plagiarism to the Administration when it occurs. A copy of referral will be placed in the student’s behavioral file so that subsequent offenses can be tracked even if the second incident occurs in a separate year or in a different course than the first. Students will incur the consequences of a second offense regardless of whether or not this second offense occurs within the same course or a different course than the first.