

Academic Integrity/Plagiarism

**Purpose:** To have a common set of procedures in the case of plagiarism.

Definition: Plagiarism (Latin *plagiare* “to kidnap”) is the act of presenting other peoples’ ideas or writings, and not giving credit to these sources, by claiming them to be one’s own. It is academically dishonest and may carry severe consequences, up to and including removal from class, for those who employ it.

**Examples of plagiarism include:**

1. Using ideas from another source without citing (giving credit to) that source.
2. Using direct wording from another source (even a cited source) without quotation marks.
3. Slightly rewording phrases from another source and passing the phrases as your own. (Five words in a row mean that it is plagiarized).
4. Passing off another student’s work as your own.
5. Resubmitting significant, identical, or nearly identical portions of one’s own work. This includes using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.

**Procedure:** In cases of suspected plagiarism, a conference between a student’s parents/guardians and the teacher, will be required. Depending on the results of this conference, the following actions will be taken:

1. A satisfactory explanation is given and the situation is resolved.
2. A satisfactory explanation is not given, identified sources are unavailable; all parties receive a zero for the assignment. The opportunity is given to rewrite and resubmit the assignment with a 10% reduction in the grade for the violation in addition to any late penalty imposed by the teacher.
3. There is unquestioned plagiarism from identified sources. This will result in a zero for the assignment with no opportunity to resubmit.
4. Any repeated instance of plagiarism in the same class will result in a zero for the class and/or possible removal from the class.
5. Instances of plagiarism in separate classes will lead to disciplinary actions at the discretion of the principal.

**All instances of plagiarism must be reported in the student’s discipline file.**

Policy History:

Adopted on: December 17, 2007

Revised on: April 20, 2009