



Academic Honesty: Plagiarism and Cheating Policy

To **cheat**, according to Merriam-Webster's *On-line Dictionary*, is "to [intentionally] practice fraud or trickery."

To **plagiarize**, according to the Webster's *New World Dictionary*, is "to take ideas or writings from another and offer them as one's own." Plagiarism is literary theft.

Cheating and plagiarism are against school rules and can be further defined as the following:

- Using unauthorized aids or information (notes, books, handouts, cheat sheets) to provide answers on a test, quiz, or assignment
- Reading summarized versions (e.g. SparkNotes or CliffsNotes) in place of reading the assigned text or completing individual assignments
- Giving answers or copying answers on a test, quiz or homework from another student
- Turning in, as your own, an essay or other written work that someone else has written
 - ✓ Copying, cutting and pasting word-for-word information from another source (e.g. webpage, novel, article, encyclopedia, etc...) into your own work without properly citing the original source.
 - ✓ Paraphrasing and/or summarizing information from another source without properly citing the original source
 - ✓ Copying your classmate's written work and turning it in as your own (e.g. answers to homework questions)
- Submitting, as currently original, work from a previously completed assignment

Penalties for academic dishonesty will be as follows:

Violation	Procedure	Penalty
First offense	Teacher reports the plagiarism or cheating on a Level II referral form.	<ul style="list-style-type: none">• The student will earn a ZERO for the work in question; this zero may impact your ability to pass the class.• A student/counselor conference will be held.• Your parent(s) will be notified of the plagiarism/cheating/academic theft by the teacher, counselor or student.
Second offense	Teacher reports the plagiarism or cheating on a Level II referral form. It will be included in your discipline record for the year.	<ul style="list-style-type: none">• The student will earn a ZERO for the work in question; this zero may impact your ability to pass the class.• An assistant principal will process your suspension from school as warranted.• A parent conference will be held before you may return to school.
Third offense	Teacher reports plagiarism or cheating on a Level III referral form. It will be permanently included in your discipline record.	<ul style="list-style-type: none">• The student will earn a ZERO for the work in question; this zero may impact your ability to pass the class.• An assistant principal will process your suspension from school as warranted.• A parent conference will be held before you may return to school.