

ACADEMIC INTEGRITY POLICY/PLAGIARISM

This policy can be found in your student handbook.

Students are expected to complete their own schoolwork. Students may not receive or provide unauthorized assistance in the preparation of any work required for submission for course credit, including the following: examinations, essays, projects, reports, assignments, etc. According to *Webster's Dictionary*, plagiarism is an "idea, expression, taken from another and used as one's own." Direct quotations require quotation marks and source citation. Students must also cite sources when using any other person's language ideas, theories, data, figures, graphs, or electronic information even if it is not a direct quotation.

Penalties

Penalties for plagiarism/or breach of academic integrity accumulate as freshmen and sophomores. As juniors the penalties are reset, but will accumulate as juniors and seniors.

Plagiarism infractions will be determined by using a website called Turnitin.com for major assignments and a teacher's discretion for minor assignments.

- Minor infractions will be determined and handled by individual teachers.
- Major infractions will be handled as follows:

Freshmen/Sophomores:

- ❑ **1st offense** in a class: Parents will be notified. Student must redo the paper/project for 1/2 credit. If they choose not to redo, they will lose credit for the quarter.
- ❑ **2nd offense** in the same class as the 1st offense: Parents will be notified and required to attend a conference. Student fails the semester.

Junior/Senior:

- ❑ **1st offense**: Parents will be notified. Student receives a ZERO for the assignment with no chance to redo.
- ❑ **2nd offense** in the same class as the 1st offense: Parents will be notified and required to attend a conference. Student fails the semester.

Cross-Curricular Plagiarism

- ❑ **1st offense**: Follows the grade level policy for first offense.
- ❑ **2nd offense** in any other class*: Parents will be notified, and they will be required to attend a conference. Student receives a ZERO for the assignment with no chance to redo. Student is also in violation of the Good Conduct Policy, Category III, in addition to being a Discipline Infraction Level 2 offense.
- ❑ **3rd offense** in any other class: Parents will be notified, and they will be required to attend a conference. Student receives a ZERO for the assignment with no chance to redo. Student is also in violation of the Good Conduct Policy, Category III – second offense, and a Discipline Infraction Level 3 offense.
- ❑ **4th offense** in any other class: Will be dealt with through the administration on a case-by-case basis.

*Example: A student plagiarizes as a junior in English class and then plagiarizes as a senior in Psychology. This would be considered a 2nd offense under cross-curricular policy in their Psychology class.