

Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_

## English Plagiarism Policy

### Definition/Examples of Plagiarism and Cheating

- Passing off someone else's work as your own.
- Taking credit for something that is not your work.
- Not citing sources when using direct language from someone else's work (includes website information).
- Paraphrasing (rewording in your own words) information without citing a source.
- Exchanging class information with other students, such as copying homework.
- Putting your name on group work that you did not participate in.
- Cutting and pasting or copying.
- Writing on hands, cheat sheets, etc. during exams.
- Taking pictures of another student's work.
- Allowing someone to copy or look at your work.
- Having a parent (or other grown-up) complete your work/write your assignments (such as essays) for you.

### How to Avoid Plagiarism

- Always **do your own work**, never copy or submit other's work.
- Always cite your sources, even when paraphrasing information and include quotation marks for any direct quotes.
- Do not ask to take pictures of someone's work if you were absent; speak to the teacher about what you missed.

### Consequences

**1<sup>st</sup> Offense:** Those involved will redo the assignment for 50% credit. There will be a drop in citizenship grade for the progress report.

**2<sup>nd</sup> Offense:** Those involved will receive no credit on the assignment. A student-parent-teacher conference may be held at teacher discretion. Citizenship grade will be dropped to an F for the semester.

To be signed by a parent/guardian and returned to your English teacher.

*I have read the Plagiarism Policy and will adhere to it. I understand that plagiarism in any form is unacceptable.*

STUDENT SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_