

To plagiarize: “to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source”

"Plagiarize." Definition of Plagiarism. Merriam-Webster. 22 Jan. 2007

<<http://www.m-w.com/dictionary/plagiarize>>.

The use of reputable sources in certain papers or projects is a sign of scholarship. However, if those sources are not acknowledged in an in-text citation, a footnote, an endnote, *and* a bibliography, the result is plagiarism. Sources include books, encyclopedias, reference works, magazines, newspapers, on-line Internet services, audio and video tape. All of these sources of information must be acknowledged.

The following offenses, for both high school and middle school, will be penalized at teacher discretion, based on established lessons within the course and resulting in penalties established by the teacher at the beginning of the year or before a given assignment:

1. Forgetting quotation marks
2. Making up bibliographical sources
3. Using someone else's words without proper citation

The following offenses will be considered universal at the high school level and will be enforced by all teachers, no matter the course. At the middle school level, the following will be considered an appropriate time to reeducate students on procedures after the first offense, and allow them the opportunity to resubmit proper work for a score no higher than a 65. After this, penalties apply in the same manner as the High School.

Students violating the following offenses will receive a 0 for each offense and suffer the consequences to their average; parents will be contacted after the first offense in the high school and on the second offense in the middle school.

1. Copying another person's written report
2. Allowing another student to copy a written report
3. Submitting a Web page as his or her own report

Approved by Board of Education
March 6, 2007