

Booker T. Washington High School PLAGIARISM POLICY

(I have signed a statement indicating that I have received this policy and understand that it applies to all courses at Booker T. Washington High School.)

INTRODUCTION

Essential to the quality education of our students at Booker T. Washington High School is their ethical as well as their academic development. Therefore, we strive to make our student aware of the importance of academic honesty including respect for the intellectual work of others.

DEFINITION

The verb *plagiarize* is defined in *Webster's New Collegiate Dictionary* as "to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source: to commit literary theft: present as new and original an idea or product derived from an existing source." The Modern Language Association of America's *MLA Handbook for Writers of Research Papers (6th edition)* states, "Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud."

EXAMPLES

Examples of plagiarism include, but are not limited to:

- copying and presenting another person's work (including homework) as one's own
- collaborating on work that is assigned as individual effort
- purchasing material (including online essays) and presenting it as one's own
- copying material (including study guides such as *Spark Notes* or *Cliff Notes*) and presenting it as one's own
- summarizing or paraphrasing material from a source without citing the source and its author (if given)
- directly quoting material from a source without using quotation marks (even with the proper citation of the source and/or its author)
- turning in work completed for one course to another course without permission from BOTH instructors

CITATION STYLE

There are several citation styles available. To make learning proper citation easier for our students, we encourage the use of MLA style throughout our school. The resources below reflect the revised style of the MLA 7th edition.

AVOIDING PLAGIARISM

The primary purpose of this policy is to encourage and help students to avoid plagiarism; therefore, we have provided the following list of resources that address proper citation:

- *MLA Handbook for Writers of Research Papers*, 7th edition
- The *Purdue University Online Writing Lab* – <http://owl.english.purdue.edu/>
- *Honolulu Community College Library* – <http://www2.honolulu.hawaii.edu/library/mlahcc7th.html>

CONSEQUENCES FOR PLAGIARISM

Offense	Staff Procedure	Student Consequence
First	<p>The student's name is given to and recorded by the department chair. (The department chairs will keep track of the number of offenses.)</p> <p>The teacher will retain the original copy of the work and provide a photocopy to the student.</p> <p>The parent / guardian and coach or sponsor is informed by the teacher.</p>	<p>A zero grade is given for the assignment.</p>
Second	<p>The student's name is given to and recorded by the department chair.</p> <p>A discipline referral is written.</p> <p>The teacher will retain the original copy of the work and provide a photocopy to the student's parent or guardian and the counselor.</p> <p>The parent / guardian and coach or sponsor is informed by the counselor and must meet with the counselor & teacher.</p>	<p>A zero is given for the assignment.</p> <p>One week of athletic or extracurricular activity ineligibility.</p>
Third (& subsequent)	<p>The student's name is given to and recorded by the department chair.</p> <p>A discipline referral is written.</p> <p>The teacher will retain the original copy of the work and provide a photocopy to the student's parent or guardian, the counselor, and the assistant principal.</p> <p>The parent or guardian is informed by the administration and must meet with the student's teachers, counselor, and an administrator.</p>	<p>A zero is given for the assignment.</p> <p>Two weeks of athletic or extracurricular activity ineligibility.</p> <p>In-School Intervention (ISI) is assigned.</p> <p>(Note: Repeated plagiarism in a course could put the student at jeopardy of not achieving enough points to pass that course.)</p>

Student signature:

Parent signature: