

First Offense

Student will receive a zero for the assignment. The teacher will submit the **Plagiarism and Cheating Report** that explains the offense to the house administrator who will notify the student's parent/guardian of the offense by phone and/ or in writing and advise him/her of the consequences for further offenses. The student will sign the requisite form, which will become part of the student's disciplinary record. The signature and the contact are to acknowledge that the student and parent have been advised of the violation and the consequences of further offenses. The student will have five days to appeal any charges of academic dishonesty to the Academic Honesty Committee.

Second Offense

The teacher will submit the form that explains the offense to the house administrator. The student will receive a zero for the assignment and will be suspended for three days, regardless of whether or not the first offense occurred in this course. After the suspension, the parent/guardian and the student will return to school for a reinstatement meeting where each will sign the violation form to acknowledge that each understands the consequences for further offenses. The student will have five days to appeal any charges of academic dishonesty to the Academic Honesty Committee.

Third and Subsequent Offenses

The teacher will submit the form that explains the offenses to the house administrator. The student will receive a zero for the assignment, a five day suspension, and may lose credit in that course, regardless of whether or not the first or second offense occurred in that course. The administrator will schedule a meeting with the student and his/her parents to explain the disciplinary action taken. In addition, the administrator will determine whether to impose any other disciplinary action. The student will have five days to appeal any charges of academic dishonesty to the Academic Honesty Committee.

Trumbull High School

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L ife-long learning
E thical conduct
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S ocial awareness



Academic Honesty 2008-2009

"A Staff, Student, and Family Guide"

We wish to thank North Hunterdon High School, the Stratford School District and, Indiana University for sharing their policies on Cheating and Plagiarism. We have also included their ideas and advice to students. North Hunterdon, the Stratford School District, and Indian University have granted us permission to use and revamp some of their ideas for THS.

Trumbull High School is dedicated to developing the academic potential of every student. We are committed to promoting ethical conduct appropriate to a responsible individual in a democratic community. Cheating and plagiarism are serious violations that undermine learning, hamper competence, and tear down ethical behavior. This conduct prohibits both teachers and students from knowing a student's true academic ability; furthermore, it breaks down the trust that is so vital to any community.

Students are responsible for knowing what is considered acceptable behavior and what is a transgression of academic honesty. If in doubt, they should consult with their teachers. All assigned student work should be done individually, unless the teacher directs otherwise.

Cheating includes the following:

- **Using** any unauthorized aid during an exam or any teacher-given assessment;
- **Giving** or receiving answers during a test as well as securing answers from others;
- **Accessing**, without permission, a test before it is given;
- **Using** summaries or other aids to substitute for doing assigned reading (e.g. *Spark Notes, Cliffs Notes*);
- **Using** a computer to translate text from one language to another and submitting it as your own translation;
- **Taking** credit for group work when the student has not offered an appropriate share of the work;
- **Exchanging** assignments with other students;
- **Turning** in any assignment as your work that is the work of others, wholly or in part, word for word or paraphrased;
- **Giving** to another student any student work that will be copied, paraphrased or used in any way to represent that student's work;
- **Giving** the impression that the notes of one student are your own;
- **Maintaining Knowledge** of any cheating without notifying school officials.

4. Be aware of and use all avenues of support available to you. If you need help beyond the classroom, seek out your instructor, other department members, a peer tutor, or another adult with expertise in the subject matter.
5. Consider all assignments to be individual, unless the teacher states otherwise.
6. Be organized. Have your notes in an orderly and accessible format so as to make studying for tests or writing a paper easier.
7. Keep current on all of your assignments. Do not fall behind in your reading, etc. The need to read an entire novel or chapter the evening before an exam will certainly affect your performance on that assessment.
8. Cite each person or source whose ideas or solutions to a problem you have used or paraphrased in an assignment.
9. Know what constitutes cheating and plagiarism so as to avoid an unfavorable situation.

Academic Honesty Policy

Trumbull High School homeroom teachers will review the policy on academic honesty with their students. Students will sign a document indicating that they know and understand what is considered plagiarism and cheating and the consequences of these violations. This document will be forwarded to the students' respective house offices. The document will state the following:

"I have read and understand the Trumbull High School policy on plagiarism and cheating. It is my responsibility to consult with my teachers regarding any question I may have regarding what is or what is not cheating or plagiarism. I understand that this policy covers all my years at Trumbull High School and that offenses carry over and accumulate from one year to the next."

Student Name _____ Date _____

Academic Honesty Committee

Each year the principal will appoint an Academic Honesty Committee. The purpose of this committee will be to review any students' appeal of charges of academic dishonesty. The committee will serve a one-year term and will meet on an as-needed basis, but no later than seven school days after a student has requested such an appeal.

Summarizing: In her book, Source P's main points are Q, R, and S [citation].

Example: In his article "Crystal Baller," Sean Deveney's main point is that LeBron James is still young but he has the potential to make contributions as significant as any player the NBA has seen (18).

Note that in each instance, the writer tells his or her reader the information needed for finding his or her source. We know that the quotation, paraphrase, and summary come from certain pages of certain author's works.

Works Cited: At the end of your essay, you need to give your reader the rest of the information necessary for looking up the reference. This is called a *Works Cited* page, and it is typically arranged alphabetically by the author's last names, so that your reader can find the author referred to in your paper.

A Term You Need to Know

Common knowledge – facts that can be found in numerous places and are likely to be known by a lot of people.

Example: The First Amendment to the Constitution guarantees the freedom of speech. This is generally known information. You do not need to document this fact.

Alternatives to Plagiarism and Cheating

THS provides academic support to students in order to help them achieve success honestly and honorably. Students should seek out help and advice from these resources in order to avoid cheating or plagiarism. Resources include their teachers and media center specialists.

True Student Achievement is a product of the following:

1. Be prepared. Balance your work load, extracurricular and co-curricular activities with your needs in your personal life in order to best meet your academic obligations.
2. Make every effort to fully understand the assignment and the assessment rubric used to evaluate that assignment. If you have a need for clarification, speak to your teacher. Do not rely solely on the information given to you by other classmates.
3. Gather your own thoughts before writing a paper. Do not read someone else's paper before writing your own. If you do so, and then use any of the same ideas as that person, you will need to credit him/her for those ideas on your own paper.

- Plagiarism

Plagiarism is defined as **“the act of representing the work, words, images, data or ideas of others as your own without properly citing the source.”**

Examples include the following:

- **Copying** or paraphrasing the words or ideas of others from the Internet, books, magazine articles and other sources;
- **Copying** or paraphrasing the words or ideas of other students, parents, siblings, or other family members and friends;
- **Copying** or representing the academic work of others including any assignment as if it were your own;
- **Submitting** purchased papers as your own;
- **Submitting** your own work that you have done for one class as an original assignment for another class;
- **Offering** your work to others whether or not you believe it will or will not be copied.

The following are examples of plagiarism:

Here's the original text, from Elaine Tyler May's "Myths and Realities of the American Family": Because women's wages often continue to reflect the fiction that men earn the family wage, single mothers rarely earn enough to support themselves and their children adequately. And because work is still organized around the assumption that mothers stay home with children, even though few mothers can afford to do so, child-care facilities in the United States remain woefully inadequate.

Here's an unacceptable paraphrase that is plagiarism: Since women's wages often continue to reflect the mistaken notion that men are the main wage earners in the family, single mothers rarely make enough to support themselves and their children very well. Also, because work is still based on the assumption that mothers stay home with children, facilities for child care remain woefully inadequate in the United States.

This is plagiarism for two reasons:

- The writer has only changed around a few words and phrases, or changed the order of the original's sentences.
- The writer has failed to cite a source for any of the ideas or facts. Even with a citation, the writer is still plagiarizing because the lack of quotation marks indicated that this is a paraphrase, and should thus be entirely in the writer's own language.

If a student does either or both of the things, the student is plagiarizing.

Here's another example of plagiarism:

As Elaine Tyler May points out, “women’s wages often continue to reflect the fiction that men earn the family wage” (588). Thus many single mothers cannot support themselves and their children adequately. Furthermore, since work is based on the assumption that mothers stay home with children, facilities for day care in this country are still “woefully inadequate” (589).

This is plagiarism for one reason:

- Although the first quotation is formatted correctly, the writer continues to borrow too much language from the original source. This example contains citations, so it’s closer to being correct than the first example.

Here's a last example of plagiarism:

By and large, our economy still operates on the mistaken notion that men are the main breadwinners in the family. Thus, women continue to earn lower wages than men. This means, in effect, that many single mothers cannot earn a decent living. Furthermore, adequate day care is not available in the United States because of the mistaken assumption that mothers remain home with their children.

This is plagiarism for one reason:

- The writer does not acknowledge May’s original ideas. Some of May’s points are common knowledge, but May uses this common knowledge to make a specific and original point and her original conception of this idea is not acknowledged.

This is an acceptable paraphrase and citation.

Women today still earn less than men-so much less that many single mothers and their children live below the poverty line. Elaine Tyler May argues that this situation stems in part from “the fiction that men earn the family wage” (588). May further suggests that the American workplace still operates on the assumption that mothers with children stay home to care for them (589).

This is not plagiarism for several reasons:

- The writer makes use of common knowledge in May’s work, but acknowledges May’s original conclusion and does not try to pass it off as his or her own.
- The quotation is properly cited, as is a later paraphrase of another May’s ideas.

If the writer had used those phrases or sentences in his or her own paper without putting quotation marks around them, it would be plagiarism. *Using another person’s phrases or sentences without quotation marks is considered plagiarism EVEN IF THE WRITER CITES THE SOURCE OF THE “BORROWED” PHRASES OR SENTENCES.*

How do we avoid plagiarism?

To avoid plagiarizing, you must give credit whenever you use:

- another person’s ideas, opinion, or theory;
- any facts, statistics, graphs, drawings-any pieces of information-that are not common knowledge;
- quotations of another person’s actual spoken or written words; or
- paraphrase of another person’s spoken or written words.

Other helpful hints:

- Put in quotations everything that comes directly from the text-especially when taking notes.
- Paraphrase, but be sure you are not just rearranging or replacing a few words. Instead, carefully read over what you want to paraphrase. Cover up the text with your hand, or close the text so you can’t see any of it (and so aren’t tempted to use the text as a “guide”). Write out the idea in your own words without peeking.
- Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

Citing Your Sources

Evidence appears in essays in the form of quotations and paraphrasing. Both forms of evidence must be cited in your text. Citing evidence means distinguishing other writers’ information from your own ideas and giving credit to your sources. There are plenty of general ways to make citations; check with your teachers to be sure you know their expectations for citations. Note both the lead-in phrases and the punctuation (except the brackets) in the following examples:

Quoting: According to Source X, “[direct quotation]” ([date or page #]).

Example: According to Robert Hughes in *American Visions*, “The only Puritan self-portrait that has come to light was painted some time between 1670 and 1690 by Boston mariner, Captain Thomas Smith” (35).

Paraphrasing: Although Source Z argues that [his/her point in hour own words], a better way to view the issue is [your own point] ([citation]).

Example: Although *The Atlantic Monthly* argues that Scout is an implausible character with a voice that is too intelligent (50), a better way to view the issue is that the line between the mature narrator and the childhood Scout is sometimes blurred.