

PLAGIARISM POLICY

Plagiarism is defined by Webster's II Riverside University Dictionary as: "to steal and use (the ideas or writing of another) as one's own; to take passages or ideas from and use them as one's own." (Webster's 898)

Plagiarism is using another's words, ideas, or images without acknowledging the source with proper citations. Plagiarism is not only copying word for word from another's source but also paraphrasing and changing the words to make the information appear to be one's own ideas. This includes taking information from written sources, Internet sources, all audio-visual sources, and other students' work.

To prevent plagiarism, a student must acknowledge his or her sources. Students at Greenwood Community High School should use either MLA or APA format when using researched information. Other formats would need prior approval from the instructor. These formats include both internal citations and a Works Cited page.

When a question about plagiarism arises, the burden of proof is on the student. The teacher may request a student produce the sources to verify proper citations have been used and that plagiarism has not occurred.

Plagiarism has occurred, the following steps will be taken:

First offense: Contact will be made between the student, his or her parents, the teacher, and an administrator to discuss the violation of the school's policy. The offense will be documented in the student's permanent file. **The assignment will initially be given a zero (0%). The student will be allowed to redo the assignment.** Upon successful completion of the assignment, the student's second grade will be averaged with the zero for his or her final assignment grade.

Second offense: A meeting will be held between the student, his or her parents, the teacher, and an administrator again to discuss the violation of the school's policy. The offense will be documented in the student's permanent file. **No opportunity will be given to redo the assignment. The assignment will be given a zero (0%).**

Third offense: Same procedure as the second offense; however, the student may **lose credit for the semester course with the possibility of a suspension.** Each offense will be documented in the student's permanent record and therefore carry over from year to year for the duration of a student's academic life at Greenwood Community High School.