

### PLAGIARISM

Borrowing ideas from other sources that will help the student's own ideas is often necessary to make a paper more convincing and more authoritative. When borrowing an idea is desirable, the student must properly acknowledge or give credit for each idea, sentence and phrase used. This is called documenting the source. It requires a citation for each specific bit of borrowed material and a bibliography at the end of the paper that includes all sources from which the student has borrowed ideas.

Proper documentation applies to two types of borrowed ideas.

1. Direct Quotations

If the student copies any ideas, usually three words or more, from any source, these exact words must be enclosed in quotation marks, followed by a superscript number, and corresponding footnote or acknowledgment in the text.

- \* NOTE: Using a specific idea and changing a few words at random to disguise a direct quotation in order to avoid the minor effort of documentation is plagiarism.

2. Paraphrasing

Paraphrasing means using one's own words to tell someone else's idea. Again this does not allow the changing of a word here and there but is, instead, an honest attempt to convey the essence of another's meaning through the student's own expression. Like a direct quotation, a paraphrase is followed by a superscript number and documented with a corresponding footnote or acknowledged in the text.

The following are forms of plagiarism.

1. Any paper (including homework) written by another person, or partially written by another person, but turned in as the student's own work constitutes plagiarism. A student may have help, but help does not mean letting someone else do the actual work. Having a friend proofread and make suggestions is often helpful, but having that person tell exactly what to say or how to say something is a dishonest misrepresentation of the student's own ability of expression.
2. Any idea copied word for word from another source or even put into the student's own words is considered plagiarism unless the idea is documented properly with a footnote that acknowledges the source of the idea.

If proper documentation is omitted in quoting or paraphrasing, the person submitting such a paper as his/her own work is guilty of plagiarism.

It is the responsibility of the teacher to determine the degree of ignorance or knowledgeable intent of the student who has plagiarized. It is the policy of the District to assist students who plagiarize out of ignorance.

Significant action for intentional plagiarism is required. These guidelines apply to speeches and written work which are plagiarized.

**Elementary Level Guidelines:**

1. The student must revise the paper, eliminating plagiarized portions and acknowledging resources used.

**Middle School Guidelines:**

1. The student must revise the paper, eliminating plagiarized portions and acknowledging resources used.
2. The teacher may grant partial credit, depending on his/her judgment of the degree of intentional plagiarism.

**High School Guidelines:**

1. The student must revise the paper, eliminating plagiarized portions and acknowledging resources used. No credit will be granted.
2. The student may receive a failing grade for the nine weeks grading period or be dropped from the course for repeated offenses.

Students affected by these guidelines may appeal to an assistant principal or principal.

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