

*Colton-Pierrepont Central School*

~

Academic Honesty:

Documentation, Information Ethics,  
and Plagiarism:

A useful guide to getting things done  
the right way

Approved by the Board of Education August 2005  
Approved by the Plagiarism Committee June 2005

# Colton-Pierrepont Central School Academic Honesty Policy on Plagiarism

**Honest behavior is an expectation for all students in the Colton-Pierrepont Central School District. The purpose of this policy is to create and maintain an ethical academic atmosphere in keeping with our school's mission. We hope to foster and encourage a desire in our students to contribute positively to our learning community and to become information literate and practice ethical behaviors in regard to information and information technology.**

---

The teachers in the Colton-Pierrepont Central School District understand and value the concept of intellectual property. We strive to teach students the ethics of responsibly documenting the ideas of others in all formats. To do so, we believe that we must not only teach the ethics and mechanics of documentation, but we must also hold students accountable for the ethical use of the ideas and words of others.

Therefore, all teachers will provide the instruction and scaffolding necessary for students to use research ethically, and all students are expected to exercise good faith in the submission of research-based work and to document accurately regardless of how the information is used (summary, paraphrase, and quotation) or regardless of the format used (written, oral, or visual). Plagiarism, in any form, is unethical and unacceptable.

---

## **What is plagiarism?**

Plagiarism is using someone else's words and/or ideas and claiming them as your own.

### **Plagiarism includes:**

- Direct copying of the work of another submitted as the student's own (for example, from that of another student or other person, from an Internet source, from a print source)
- Lack of parenthetical in-text or in-project documentation

- Documentation that does not check out or does not match Works Cited/Works Consulted page
- Work that suddenly appears on final due date that does not include checkpoint process requirements
- Quoting, paraphrasing, or summarizing another person's words, sentences, paragraphs, or entire work without acknowledgment of the source
- Utilizing another person's ideas, opinions, or theory without acknowledgment of the source
- Copying another student's written test answer
- Copying or allowing another student to copy a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own
- Working together on an independent assignment or working on an assignment where computer files and programs involved are shared, and then submitting individual copies of the assignment as one's own individual work (for example, labs)

**In order to strive for success, the school community will work together to:**

- meet checkpoint deadlines
- ensure that students ask questions and seek help from teachers and librarian
- follow the guidelines set up by the teacher and use MLA format (available online and at the High School Library)
- use parenthetical in-text or in-project documentation accurately and appropriately
- use Works Cited and Works Consulted pages accurately and appropriately
- submit only original work

---

### **Consequences of Plagiarizing and Opportunity for Learning**

6<sup>th</sup> - 8<sup>th</sup> Grades:

- Teacher will re-teach skill of citation versus plagiarism to student
- Student will redo assignment
- Assignment is graded based on teacher's "late grade" procedure

- Principal notified
- Parents contacted

9<sup>th</sup> - 10<sup>th</sup> Grades:

- Teacher will re-teach skill of citation versus plagiarism to student
- Student receives a zero or redoes assignment for a 65 (student choice)
- Principal notified
- Parents contacted

11<sup>th</sup> - 12<sup>th</sup> Grades:

- Student receives a zero for the assignment
- No opportunity for redo
- Principal notified
- Parents contacted

Repeat offenses may be subject to more serious consequences: for example, ISS, OSS, course failure, removal of or suspension from academic honors and/or leadership roles.

Each year students begin with a "clean slate".

## **PROCEDURE**

When a teacher has reason to believe that plagiarism has occurred, the following steps will be taken:

### **A. Teacher/School Action**

- The teacher will investigate the matter with the student(s) involved.
- The teacher will communicate the outcome of his/her investigation to the principal and the parent.
- The principal has the discretion to apply an additional consequence for repeat offenses.

If a parent/student wishes to appeal the teacher's consequence, the Academic Honesty Committee may be convened to review the matter.

**OR**

The teacher, in consultation with the principal, exercising his/her professional judgment, may refer the incident to the Academy Honesty Committee for the following reasons:

1. The student denies the charge of plagiarism.
2. Several students are involved in the infraction, and the teacher does not have the capacity to perform a comprehensive investigation.
3. Other criteria warrant a broader investigation of the charge.

The teacher will forward copies of all information and written work pertinent to the Academic Honesty Committee prior to the hearing. A written request for a hearing, specifying the scope of the investigation, will be submitted and forwarded to the head of the Academic Honesty Committee.

#### B. Academic Honesty Committee

- Upon receiving a referral, the Academic Honesty Committee will hold a hearing and investigate the charges of plagiarism/cheating.
- In order to assure a student's due process rights, the counselor and parents of the student/subject of the plagiarism charge will be informed prior to the hearing.
- The student will have an opportunity to appear and may be accompanied by a parent and/or counselor before the panel to shed light on the charges.
- The panel will interview other staff or students related to the inquiry.
- The disciplinary consequences and outcome of the hearing will be delineated in writing to the student, counselor, and parents by the Chairman of the Academic Honesty Committee.
- In all cases where the committee finds that a student has plagiarized, a formal letter will be placed in the student's file, describing the action and confirming the consequence(s).
- The due process rights of students will always be ensured.

The Academic Honesty Committee will make the final decision concerning consequences on any case brought forward. The Committee may affirm the teacher/department chairperson's consequence or institute consequences with lesser or greater severity.

#### **STANDING COMMITTEE ON ACADEMIC HONESTY**

This committee shall be formed in the fall of every year to begin its service in September of the current school year. The committee shall consist of five members: one administrator, the librarian, and three classroom teachers (each teacher to be from a different academic department). Decisions of the committee may be appealed to the Superintendent within three school days and may be made only on the basis of new evidence. If the decision of the committee is reversed by the Superintendent or BOE, reasons for the reversal will be submitted in writing to the committee.