

## **Cheating/Plagiarism**

Manasquan High School does not tolerate cheating in any form. It is the responsibility of the teacher to establish a classroom policy at the beginning of each course. The teacher will provide the students with written information regarding this policy. In addition, the following school-wide guidelines on plagiarism are in effect:

It is the intent of Manasquan High School to prepare students for academic success beyond high school. In order to meet this goal, it is imperative that students are aware and have knowledge of the definition of plagiarism. The definition and guidelines below are intended to help the students and staff meet the aforementioned objective.

### **DEFINITION**

1. To steal and pass off (the ideas, words and/or images of another) as one's own.
2. To use (a created product) without crediting the source.  
Webster's Collegiate Dictionary, 10<sup>th</sup> ed., 1993

## **AVOID PLAGIARISM**

To avoid plagiarism, you must give credit whenever you use

- Another person's idea, 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."

## **STRATEGIES FOR AVOIDING PLAGIARISM**

1. Put in quotations everything that comes directly from the text especially when taking notes.
2. Paraphrase, but be sure you are not just rearranging or replacing a few words. Instead, read over what you want to paraphrase carefully, 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.
3. 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.
4. Be sure to include a work cited page.

## **BLATANT VS. UNKNOWING PLAGIARISM**

“Plagiarism may be considered a form of cheating and therefore subject to sanctions. However as there may be a technical plagiarism which is the result of poor learning or poor attention to format, and may occur without intent to deceive, some teacher discretion is appropriate. A teacher may choose to counsel the student and offer a remedy (within his/her authority) which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, a teacher may not penalize the student for plagiarism in any way without advising the student that a penalty has been imposed. The teacher should be confident that plagiarism has occurred. If there is any doubt, the student should be consulted and/or additional information sought prior to taking action for plagiarism.”

[www.cla.calpoly.edu/~fflores/plagiarism.htm](http://www.cla.calpoly.edu/~fflores/plagiarism.htm)

## **CONSEQUENCES FOR BLATANT PLAGIARISM**

- 1<sup>st</sup> time-0 on the assignment
- 2<sup>nd</sup> time-failure for the marking period
- 3<sup>rd</sup> time-failure for the course

**\*Parental notification must occur in conjunction with any of the above penalties.**