

Pd. 1 Teacher: _____ (please print)
Student Name: _____ (please print)
ID Number: _____

Eleanor Roosevelt High School Policy on Academic Integrity

ERHS Mission: Meeting the challenges of a changing world by creating a community of caring, life-long learners.

The school-wide policy on academic integrity does not tolerate cheating or plagiarism. This policy applies to **all** class assignments, such as homework, quizzes, exams, essays, projects, research papers and/or reported data. It applies both to students who knowingly assist others in cheating or plagiarism, as well as to those who benefit from the dishonesty.

Cheating (attempted or accomplished) encompasses but is not limited to:

1. Willful giving or receiving of an unauthorized unfair, dishonest, or unscrupulous advantage in academic work over other students through fraud; duress; theft; trickery.
2. Copying from another student.
3. Communication before during or after assessment, such as text messaging, blogging, twittering, telephoning, talking, signing, gesturing, imaging.
4. Unauthorized use of study aids, memoranda, books, computers, data or other information during assessments.
5. Tampering with any previously graded assignment, project, assessment, etc. with the intent to receive additional credit (i.e. altering answers on a test or previously graded assignment).
6. Disclosing information about test questions and/or assignments.

Simply Stated: Cheating is trying to or succeeding in giving information to or receiving information from others by any of the above forms of communication.

Plagiarism encompasses, but is not limited to:

“According to the Merriam-Webster Online Dictionary, to “plagiarize” means

1. to steal and pass off (the ideas or words of another) as one's own
2. to use (another's production) without crediting the source
3. to commit literary theft
4. to present as new and original an idea or product derived from an existing source.

All of the following are examples of plagiarism:

1. turning in someone else's work as your own
2. copying words or ideas from someone else without giving credit
3. failing to put a quotation in quotation marks
4. giving incorrect information about the source of a quotation
5. changing words but copying the sentence structure of a source without giving credit
6. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on “fair use” rules)” (taken from www.plagiarism.org)
7. the use of one’s own work already presented to one class to fulfill the requirements of another.

Simply stated: “If you didn’t think of it and write (compose, create, produce) it all on your own, and you didn’t cite (write down) the sources..., it’s probably ‘plagiarism’.” (Student Cheating and Plagiarism in the Internet Era, pg. 116)

Note: Any staff member may request that a student upload an assignment to www.turnitin.com to verify its originality. This includes any form of written work including essays and PowerPoints.

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In accordance with Prince George’s County Policy (No. 5121), originality and accuracy are factors to be considered in determining grades. Therefore, the consequences for infractions of the academic integrity policy **WITHIN ANY ONE CLASS** are as follows:

- On the **FIRST OFFENSE**, the student receives a “0” (zero) with no credit for the assignment and no opportunity to make up the work. The teacher will inform the parent of the incident, write a discipline referral (PS74), and forward the referral to the grade level administrator as well as the guidance counselor. The referral will then be placed in the student’s cumulative folder.
- On the **SECOND OFFENSE**, the student receives a “0” (zero) with no credit for the assignment and no opportunity to make up the work. In addition, a one-letter grade reduction will be applied to the quarter grade. The teacher will write a discipline referral (PS74) and forward it to the grade level administrator as well as the guidance counselor. A conference will then be held with the student, parent and grade level administrator. The referral will then be placed in the student’s cumulative folder.
- On the **THIRD OFFENSE**, the student receives a “0” (zero) with no credit for the assignment and no opportunity to make up the work. In addition, a one-letter grade reduction will be applied to the quarter grade. The teacher will write a discipline referral (PS74) and forward it to the grade level administrator as well as the guidance counselor. A conference will then be held with the student, parent and grade level administrator. The student will receive in-school suspension. The referral will then be placed in the student’s cumulative folder.
- Upon **SUBSEQUENT OFFENSES**, the student receives a “0” (zero) with no credit for the assignment and no opportunity to make up the work. In addition, a one-letter grade reduction will be applied to the quarter grade. The teacher will write a discipline referral (PS74) and forward it to the grade level administrator as well as the guidance counselor. A conference will then be held with the student, parent and grade level administrator. The student will be suspended from school. The referral will then be placed in the student’s cumulative folder.

Multiple offenses in multiple classes will result in administrative disciplinary action.
To develop a better idea of what it means to plagiarize refer to www.plagiarism.org .

Any violation of this policy may affect admittance to and continued participation in honor societies, internships, work-based learning programs or other clubs. Violations may limit opportunities for written recommendations from ERHS staff members.

I have read and will abide by the Eleanor Roosevelt High School policy on academic integrity.

Student’s Name (please print)	Student Signature	Date
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Parent’s Name (please print)	Parent Signature	Date
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* Resources to help you cite and thereby avoid plagiarism:
Citation Machine (available on Library Media Center Web Page) or www.plagiarism.org