



Laguna Creek High School

Academic Honesty Policy

At Laguna Creek High School, the administration and staff strive to instill and then to cultivate and build excellence in all. We stress personal integrity and good practice in all aspects of academics—teaching, learning, and assessment. Students work hard at producing their own work that exhibits their learning. In addition, they need to know the ideas and issues that relate to academic honesty. This knowledge will allow them to demonstrate their abilities and understanding through their original ideas and produced work.

In order to make great things happen, each student must produce an authentic piece of work and take ownership for its authenticity. As a life-long learner, a student must take responsibility for all work produced whether it is in an educational setting or the work place.

Actions that constitute academic dishonesty include:

- *Copying an assignment from another student or collusion, allowing one's work to be copied or submitted for assessment by another;*
- *Dishonesty on a quiz or an examination;*
- *Use of any unauthorized or prohibited electronic devices, aids, or notes during exams or assignments;*
- *Plagiarizing from a source such as an encyclopedia, an internet source, primary and second sources and presenting these ideas as one's own without citing the sources;*
- *Stealing another student's work, curricular materials, or an examination;*
- *Falsifying school records.*

Consequences

If a Laguna Creek High School student violates the “Academic Honesty” Policy, s/he will receive a zero for the entire assignment or test and his or her parents will be notified by the teacher. In addition, the student may receive detention, Saturday School, or a suspension. The teacher and administration will determine the appropriate consequences for the violation.

For 9th through 11th grade students, further consequences could result in ineligibility for Renaissance, NHS, CSF, and Academic Awards based on grades earned during the semester of the violation.

For 12th grade students, further consequence could result in ineligibility for any academic recognition for the entire school year. This includes Renaissance, NHS, CSF, Academic Awards, Valedictorian, Top Ten, and Senior Outstanding Scholar.

All violations will be documented into SISWeb as Academic Dishonesty and become a part of the student's record.

Plagiarism

Plagiarism is using another person's thoughts or expressions without citing the source. Joseph Gibaldi in MLA Handbook for Writers of Research Papers states that "**Plagiarism then, constitutes intellectual theft and often carries severe penalties, ranging from failure in a course to expulsion from school**" (51).

"Often plagiarism in student writing is often unintentional, as when an elementary school pupil, assigned to do a report on a certain topic, goes home and copies down, word for word, everything on the subject in an encyclopedia. Unfortunately, some students continue to use such 'research methods' in high school and even in college without realizing that these practices constitute plagiarism. At all times during research and writing, **guard against the possibility of inadvertent plagiarism by keeping careful notes that distinguish between your musings and thoughts and the material you gather from others**" (Gibaldi 51).

"In writing your research paper . . . **you must document everything that you borrow**—not only direct quotations and paraphrases but also information and ideas. Of course, common sense as well as ethics should determine what you document. . . you must indicate the source of any appropriated material that readers might otherwise mistake for your own. **If you have any doubt about whether or not you are committing plagiarism, cite your source or sources**" (Gibaldi 59).

"Finally, two issues related to plagiarism do not deal with outside sources. The first arises when a student submits a paper done for a previous course. Although obviously not the same as stealing someone else's ideas, this practice nonetheless qualifies as a kind of **self-plagiarism** and constitutes another form of cheating. If you want to rework a paper that you prepared for another course, ask your current instructor for permission to do so" (Gibaldi 59).

"The other issue concerns **collaborative work**, such as a group project you carry out with other students. Joint participation in research and writing is common and, in fact, encouraged in many courses and in many professions, and it does not constitute plagiarism provided that credit is given for all contributions. One way to give credit, if roles were clearly demarcated or were unequal, is to state exactly who did what. Another way, especially if roles and contributions were merged and truly shared, is to acknowledge all concerned equally. **Ask your instructor for advice if you are not certain how to acknowledge collaboration**" (Gibaldi 59).

Refer to Chapter 2, "Plagiarism and Academic Honesty" [pages 51-61 in the MLA Handbook], if you have questions or concerns.

Works Cited

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 7th ed. New York: MLA, 2009.