

Adolfo Camarillo High School Academic Integrity and Plagiarism Position Statement

Academic Integrity: The ACHS community values work that reflects actual learning with honest effort, personal accountability, and respect for the work, property, and rights of others. **Academic Integrity is not reflected in acts of plagiarism.**

Plagiarism Defined: “In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.” (**Council of Writing Program Administrators, “Defining and Avoiding Plagiarism: The WPA Statement on Best Practices”**). “Some [actions] include buying, stealing, or borrowing a paper (including, of course, copying an entire paper or article from the Web); hiring someone to write your paper for you; and copying ... sections of text from a source without quotation marks or proper citation.” (**Purdue Owl, Online Writing Lab, “Is it Plagiarism Yet?”**).

What Students Can Do:

- Know the differences and uses of Paraphrasing, Summarizing, and Quoting sources in the body of your work.
- Keep a list of sources used and consulted when writing (author/title/publication/ date). This helps when composing the Works Cited Page.
- Reference the sources used often and completely.
- Attribute (give credit) ideas others have provided to the writer.
- Understand the parameters and purposes of the assigned task: research paper; thesis-driven paper; persuasive essay, etc. Consult your teacher’s hand-out explaining the assignment and the proper citation needed.
- Start the assignment quickly-this allows for development of student ideas
- Consult the teacher *prior* to the due date regarding content, format, and sources.

What Parents Can Do:

- Stay current with writing assignments and requirements.
- Note when “group work” (either assigned or selected by the students) takes place: is collaboration allowed for this assignment?
- Does the instructor “sanction” parent proofreading, editing, or revision help? Consider contacting the instructor for clarification if any ambiguity exists.
- Brainstorm with the student prior to a first draft- oftentimes, starting in a strong direction saves drastic revisions later.
- Organize a quiet and productive place in which the student can write.
- Provide models of good writing craft within the home.

Useful Online Sources:

Purdue Owl: a one-stop university website for many facets of writing: <https://owl.english.purdue.edu/owl/>

Purdue Owl “Preventing Plagiarism” : <https://owl.english.purdue.edu/owl/section/3/33/>

Purdue Owl: “MLA Formatting and Style Guide”. The preferred citation style used at ACHS: <https://owl.english.purdue.edu/owl/resource/747/01/>

**“If you have
...included the words, music, images, and/or ideas of others in your work that you neglected to cite
...had help you wouldn’t want your teacher to know about
...you have probably plagiarized.”**

(an excerpt from “What Is Plagiarism? And why should you care?”
[http://www.milforded.org/uploaded/MPSOurSchools/Harborside/hsms_media/plagiarism\[1\].ppt_withCOsamples1.pdf](http://www.milforded.org/uploaded/MPSOurSchools/Harborside/hsms_media/plagiarism[1].ppt_withCOsamples1.pdf))

Two Types of Plagiarism

Knowing

For example:

- Copying a friend's work
- Buying or borrowing papers
- Cutting and pasting blocks of text from electronic sources without documenting
- Media "borrowing" without documentation
- Web publishing without permissions of creators

Unknowing

For example:

- Careless paraphrasing
- Poor documentation
- Quoting excessively
- Failure to use your own "voice"
- Incomplete or absent Works Cited Page

Consequences for Plagiarism

First offense (Limited Unknowing): The student will conference with the teacher. The student and parent will sign a 2-Year Academic Integrity/Plagiarism Contract that the teacher will file with the student's counselor. The student will receive a 2-letter-grade penalty on the assignment (e.g., from a B to a D).

First offense (Excessive Unknowing or Knowing): The student will conference with the teacher, and a counselor or administrator, or all three. The student and parent will sign a 2-Year Academic Integrity/Plagiarism Contract, filed with the counselor. The student will receive an F on the assignment. Saturday School, Suspension, and a level change may be considered, depending on the infraction.

Second offense of any type (in the same or any other class): The teacher will send a referral to an Associate Principal, who will process a suspension for up to 5 days. A parent conference will be held with the student, teacher, counselor, and administrator upon return to school. The student will receive an F on the assignment where the second infraction occurred. A level change may be considered.

Third offense of any type (in the same or any other class): The teacher will send a referral to an Associate Principal for a conference with the student, parent, teacher, counselor, and administrator. The student will receive an F in the course where the third infraction occurred. A level change may be considered.

Teachers who discover a student copying another student's work from a different class will take the papers to the other teacher. If dishonesty has occurred, a joint referral will be submitted to the appropriate administrator for action. This will be considered an infraction for both students involved unless theft of the work being copied is verified.

As a member of the ACHS community, I understand and will abide by the Academic Integrity/Plagiarism statements and consequences above. I have received a copy of this agreement.

Student

Parent/Guardian

Date

Date