

Mattlin Middle School / POB Middle School
English Department

To: All students
From: The English Department
Re: Academic Integrity

Policy Statement

We at the Plainview-Old Bethpage school district value honesty and will promote and enforce this value in the classroom. For the good of all, we will emphasize the following:

- The Plainview-Old Bethpage school district's stand of academic honesty holds students responsible for the integrity of their own work. A student's name on an exercise or assessment (such as homework, report, notebook, performance, project, quiz, examination, or research paper) is taken as an assurance that the work submitted is the direct result of the student's own thoughts, stated in his or her own words, and produced without the assistance of others. Any violation of this standard is regarded as cheating.
-

Defined

Cheating is defined as actions including, but not limited to, copying in testing situations, using unauthorized help sheets, illegally obtaining tests or individual test questions, providing test questions and/or answers to another student, copying any document(s) without giving proper credit, copying another student's work, allowing one's own work to be copied, purchasing or downloading any work written by another, and copying and paraphrasing another's ideas without giving proper credit.

Examples

In order to avoid plagiarism, students must be aware of the various forms plagiarized material can take:

- There can be plagiarism from outside sources.
 - This occurs when a student uses an idea from an outside source (traditional and / or electronic) but does not credit the source. By doing this, the student is falsely stating that he/she came up with the idea unaided.
- There can be plagiarism from other students.
 - If two (or more) students submit assessments that are identical or nearly identical, clearly there has been "cooperation" or plagiarism from one student to the other.
 - There will be no difference in the disciplinary action despite the fact that there might be a clear "original author" to the assignment.
- There can be plagiarism from oneself.
 - Students cannot submit papers that they have written for other courses in any department without the permission of both instructors. Students whose papers serve "double duty" are plagiarizing from themselves.
 - An example of this would be a student that has written a paper on a current political topic for a social studies class and then submits the same paper to his/her English teacher as a research paper.

Consequences

- On any assessment (as defined above) the student will receive a zero and the parent or guardian will be contacted.
- A student will not be allowed to use the excuse that he/she copied the material inadvertently. It is the student's responsibility to familiarize him/herself with the rules concerning plagiarism.
- If even a small portion of the paper is plagiarized, the entire paper receives a zero. There will be no separate grading scheme for plagiarized and non-plagiarized portions.
- If two (or more) students submit assessments that are identical or nearly identical, each will receive a zero.
- In any situations where a dispute exists regarding the validity of the charge or the suitability of the punishment, the student will have the right to appeal. The appeal process will be a meeting of the student, teacher, parent or guardian, and an administrator.
- It is the student's responsibility to prove that material is cited properly. Because the onus of proof is on the student, it is imperative that he/she save all research materials: bibliography cards, photocopied articles, access to all books, the outline and all drafts of the paper. Thus, if there is an issue of plagiarism, the student must demonstrate that the paper is genuinely his/her own.

Signature

I have read and understand the Academic Integrity Policy Statement.

Student Signature

Parent / Guardian Signature

Date

Date