

The Bishop's School John Grimes Prep
Plagiarism Policy

Plagiarism is defined as the act of stealing and passing off as one's own the ideas or words or another, the use of another's production without crediting the source; to present as new and original an idea or product derived from an existing source, MERRIAM WEBSTER'S COLLEGIATE DICTIONARY 2002, <http://www.yourdictionary.com>

The Bishop's School, John Grimes Prep is a faith-centered institution and as such we uphold the virtues and beliefs of the faith. We acknowledge the definition of plagiarism, and so recognize this action as nothing less than stealing and cheating. Both of these actions are contrary to the basic tenants of our faith. Consequently, we treat any incidence of plagiarism with the utmost seriousness.

In recognition of the importance of this matter, Bishop Grimes has developed a cohesive curriculum for each grade level that addresses this issue of plagiarism. Through a series of lessons, students learn how to write research papers citing outside sources as outlined in THE MLA HANDBOOK. They are also taught what plagiarism is and how to avoid it in their work.

We recognize plagiarism as the following:

- ❖ submitting another student's work, in whole or in part, as one's own
- ❖ inclusion of direct quotations, ideas or paraphrases for another person's or institution's work without formally acknowledging their work.

To avoid plagiarism:

- ❖ students should use parenthetical references and quotation marks as needed throughout their papers
- ❖ students should submit a correctly formatted "Works Cited" page with their work when appropriate
- ❖ under no circumstances should students submit work that is not theirs and claim it as such (i.e. homework, papers, labs, outlines, essays, tests, etc.)

DISCIPLINARY ACTION TO BE FOLLOWED IF PLAGIARISM OCCURS:

First Offense: The student will redo the assignment or retake the quiz/test with the highest possible grade being 75%. Parents will be notified and a detention will be issued.

Repeated Offense: There will be no opportunity to re-do the work. Student will receive an ISS with a parent conference.

I, _____ / _____
Student's Name Student's Signature

have read and understand this form. I understand my responsibilities and the consequences should I decide to submit work that has been plagiarized.

My son/daughter has shared this policy with me and we support the school's position and the disciplinary actions that will follow should they be found to have plagiarized.

Parent/Guardian's Name (please print)

Date: _____

Parent/Guardian's Signature