**Kealing Magnet Academic Integrity Policy**

**2013-2014**

**Academic Integrity is taking responsibility for one’s own learning. It demands that you:**

* Be honest.
* Ask questions.
* Use time productively and do your best to complete assignments on time.
* Prepare for projects, quizzes and tests.
* Know the difference between collaboration and cheating.
* Give credit when credit is due.
* Create original work.

**How do you avoid Scholastic Dishonesty?**

* Stay on top of your deadlines.
* If you are unsure about the assignment, ask your teacher.
* Never, *ever* copy someone’s work.
* Do not share information about quizzes and tests.
* Reflect on your work.
	+ “Did you do the thinking required?”
	+ “Can you explain the ideas in your own words?”
		- If you answer ‘no’ to the above questions, then you need to redo the work.

**Consequences for Scholastic Dishonesty:**

Your teachers are committed to helping you understand the abstract concepts of academic integrity and the consequences of scholastic dishonesty, in particular cheating. Our goal is to create a school environment that encourages and promotes academic integrity. However, in addition to providing instruction about academic integrity, there are consequences for scholastic dishonesty.

* A student who represents someone’s work as her or his own will receive a “0” on the assignment and will be required to redo the work for a maximum of 50% credit.
* A student who uses unauthorized materials to gain an unfair advantage over her/his classmates will receive a “0” on the quiz or test.
	+ Example: use of notes when taking closed-note quiz or test
* A student who aids and abets scholastic dishonesty will *also* receive consequences.
	+ Examples: allowing someone to copy his/her work; providing answers to quiz or test items, recycling old homework assignments, essays or projects for different class or grade; sharing test items with students in later classes.

***Your teachers are here to help you learn. Remember, good grades should never come at the expense of your integrity.***

**Your teachers at Kealing take plagiarism seriously. Your English and Social Studies teachers will discuss what plagiarism during your core classes.**

**What is plagiarism? The representation of the words or ideas of another’s as one’s own, including:**

1. Directly quoting from another work without letting the reader know that the words are not your own. In this case, the writer generally fails both to use quotation marks around the quoted passages and to mention the name of the original author of the words.

2. Paraphrasing without attribution is another common form of plagiarism. In this case, the original passage is paraphrased by the student, but the student does not give credit to the original author from whose work the paraphrase derived.

3. Plagiarism can also be committed when a student paraphrases with or without attribution and in so doing uses much of the original wording, thereby passing off the original prose as the student’s own.

4. A more tricky case of plagiarism involves students who use entirely their own words but borrow the ideas, arguments, facts, or reasoning of another without giving attribution. Such cases do not involve general knowledge --The Civil War started in 1861-- but rather material that comes from the special efforts of the original author.

5. Another form of plagiarism, which is simply fraud, is the submission of work under your name which is not yours. Such work could be by another student, friend, or family member or by a company that writes papers for hire. A number of companies on the Internet sell papers to students, and buying such a paper and submitting it as your own is a serious breach of academic honesty.

 **You must give credit for all information borrowed, quoted, adapted, or paraphrased from any other work.**

* Remember, you must construct all your own sentences. Copying and pasting sentences from a website is never allowed. If you are citing an author’s direct words, it must be in quotation marks.
* If you do not give credit where credit is necessary (whether or not it was your intention to do so), you risk earning no credit and receiving more severe consequences.

* If you are in doubt as to whether or not to cite a source, the best idea is to be on the safe side and cite it and/or ask your teacher.

Excerpted from: Griswold, Robert L. “Plagiarism.” The University of Oklahoma Website. 29 April 2002. <http://faculty- staff.ou.edu/G/Robert.L.Griswold-1/plagiar.htm>.

***By the end of 6th grade****: students will be familiar with the MLA formatting and be expected to provide a works cited page.*

***By the end of 7th grade****: students will be expected to consistently employ MLA citations and are expected to provide a works cited page.*

***By the end of 8th grade:*** *student will be expected to consistently employ MLA citations, provide a works cited page and be able to properly use parenthetical documentation.*