

Academic Integrity Policy

Westview expects all students to adhere to the highest standards of academic honesty and integrity. Violations of academic integrity include cheating, plagiarizing, turning in another's papers or projects, giving one's work to others, passing test information to others, misrepresenting other's work as their own, or being found in possession of another's work.

WHAT IS PLAGIARISM?

Definition: Plagiarism is the use of another person's words, ideas, or facts as if they were your own, without giving credit to the original source.

Examples:

- You are plagiarizing when you use information from another source without including proper documentation (e.g. citations and a list of works cited or a bibliography).
- You are plagiarizing when you turn in another student's work as your own or allow someone else to copy your work; this work might include homework, tests, papers, or other assignments.
- You are plagiarizing when you copy materials from sources such as the Internet, books, or periodicals without introducing the material or using citations to show the beginning and end of the "borrowed" material.

(Adapted from the OCTE pamphlet "What's Plagiarism and How Can You Avoid It?")

Guidelines for Avoiding Plagiarism:

- Indicate clearly when you use anything from another person's work, even if only a phrase or a single key word, by using quotation marks. If you use more than three words from a source in a row, put them in quotations and cite the source.
- When summarizing or paraphrasing, distinguish clearly where the ideas of others end and your own comments begin.
- When using another person's ideas, credit the author by name and identify the work in which you found the idea.
- Err on the side of caution by giving credit whenever you suspect you are using information, other than general knowledge, from a source.
- If you are unsure if you are plagiarizing, it is your responsibility to consult with your teacher regarding the work before the assignment is due.

(Adapted from Write for College, published by Write Source.)

CONSEQUENCES FOR PLAGIARISM OR VIOLATIONS OF ACADEMIC INTEGRITY

All violations of academic integrity will result in these consequences:

1. Parent/Guardian contact.
2. Teacher will complete a discipline referral and work with an administrator to assign

appropriate consequences.

3. Ineligibility for the WHS Honors Diploma.

4. Loss of credit for the assignment.

For second offenses, more extreme cases, or cases that occur in AP or college level classes, the consequences may also include:

1. Notification of teachers who have written letters of recommendation and possible withdrawal of letters of recommendation.

2. Notification of National Honors Society.

3. No opportunity to resubmit or redo the assignment.

Before writing a recommendation letter, teachers may request that students provide documentation that they have no violations of academic integrity on their discipline record.