



Avoiding Plagiarism

Our school does not accept plagiarism in any form.

What is Plagiarism?

Any time you pass off someone else's words or ideas as your own, you are plagiarizing. Plagiarism can take the following forms:

- Turning in someone else's work as your own; yes, even copying your friend's math homework!
- Copying someone else's words or ideas without giving him or her credit, whether it is an entire essay, a paragraph, a sentence, or a phrase.
- Failing to put a quotation in quotation marks...even accidentally!
- Giving incorrect information about the source of a quotation.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- Allowing your parents, siblings, or tutors to over-assist with your assignment.

What are the results of plagiarism?

- Every school handles plagiarism a little differently. In college, plagiarism usually results in failing a class and might result in expulsion from school.
- At our school, you will receive a zero on your assignment.
- You may be sent to the principal or associate principal for possible suspension, especially if this is your second offense.
- You will not learn the valuable material you need to know!

How can you avoid plagiarism?

1. Whenever you do research for a paper, take notes.
 - a. On notecards, write the source of your information (book or publication, author, publisher, publication city and date, and page number).
 - b. Practice putting ideas into your own words; this is called paraphrasing.
 - c. Choose only a limited number of exact words, phrases, or sentences to quote.
2. When you write your essay, acknowledge your sources whenever...
 - you directly quote another's words, phrases, or sentences
 - you paraphrase another's ideas
 - someone else's work has been critical in developing your ideas
3. Do not copy another student's homework. It is always better to take the zero on an assignment than to copy – whether you get caught or not!
4. Feel free to ask your parents, siblings, or tutors for clarification on directions or feedback on your assignment, but always do your own work.



Please review this handout with your parent or guardian. Cut out the signed bottom portion and return to your language arts teacher.

We have read this handout and agree to abide by our policies on plagiarism:

Student's Name Printed

Date

Student's Signature

Parent/Guardian's Signature