

## Taft Plagiarism Policy

Taft students are actively engaged in the learning process. This process requires investigating and using published materials and ideas. It is important to discourage the improper use of published materials and to encourage integrity in the academic process. Therefore, Taft offers the following definition of plagiarism, an explanation of our policy, and an outline of our steps to help students avoid plagiarism.

Information regarding ways to prevent plagiarism and proper citation will be provided to students through presentations, a reference sheet, and information on the web site.

### Definition of Plagiarism

Plagiarism is the theft of intellectual property. Any failure to give credit properly for borrowed material is plagiarism. This includes using another's words, facts, research, artwork, music, or opinions without properly citing the original author and source. Plagiarism most often occurs in the following ways:

- Word-for-word duplicating of phrases without properly citing source.
- Incorrect paraphrasing by substituting a few words, phrases, or sentences from the work of another.
- Taking selected portions and ideas from the work of another and inserting that material in the writer's own work. This would include papers as well as posters, display boards, Power Point presentations, projects, etc.
- Copying answers or homework assignments from another's paper.

### Course of Action

In cases of suspected plagiarism, the teacher will determine if sufficient evidence exists to prove that the student's work is not his or her own.

1. The teacher will confer with the student to discuss a suspected incident of plagiarism.
2. If the plagiarism is verified, the parents or guardians will be contacted.
3. The students will be given the option to redo the assignment for a maximum of half credit. If the assignment is not completed within the allotted time, a failing grade or zero will be given.

**Return the signed portion of this document to your homeroom teacher.**

Our signatures acknowledge that we have read and understand the plagiarism policy.

Student Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This policy has been adapted from the Jefferson High School Language Arts Department policy with their permission.