



Most cases of plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find the original source is usually enough to prevent plagiarism. See **Student Responsibilities** for tips on how to avoid plagiarism.

### **Consequences**

Consequences for cheating are serious. They are school-wide and cumulative for all the years a student attends Central Bucks High School South.

#### **First Offense:**

Student must re-do assignment to meet standards without cheating/plagiarism. Student may receive up to ½ credit for revised assignment.

Student must attend a conference with teacher, parent, and counselor to discuss infraction, as well as acceptable ways to meet course obligations.

House Principal logs 1<sup>st</sup> offense of cheating in Infinite Campus/discipline file, and makes determination about additional disciplinary consequences.

#### **Second Offense:** (in any class)

Student must re-do assignment to meet standards without cheating/plagiarism. Student will not receive credit for revised assignment.

Student is suspended or removed from CBS activities, organizations, and/or privileges, pending successful completion of assignment.

Student must attend a conference with House Principal, teacher, parent, and counselor to discuss infraction, as well as acceptable ways to meet course obligations.

House Principal assigns Saturday Alternative Suspension and logs 2nd

## **Student Responsibilities**

Make sure that you know and understand CBS Academic Integrity policy. Ask for clarification if necessary.

Ensure that your actions comply with CBS Academic Integrity policy.

During assessments:

Make sure your paper cannot be seen by anyone else.

Keep your eyes on your own paper.

Do not talk, text, or otherwise communicate with other students.

Do not use unauthorized notes, resources, computer print-outs, or other information sources.

For projects, papers, assignments:

Use MLA format to document research and cite sources.

Use works cited and/or bibliography pages accurately and appropriately.

Cite sources for information, images, media clips, and all other material used.

Document your own thinking (brainstorming, research, drafts, etc.). If questioned about the authenticity of your work, be prepared to give evidence of your preparation for the final assignment or assessment. This evidence may include:

Outlines, mind-maps, brainstorm lists, graphic organizers

Photocopies or print-outs of research materials

Notes, note cards and source cards (paper or electronic)

Copies of all drafts of work (printed or electronic documents saved under individual file names)

Logs of work on assignments and papers

In fairness to all students, make teachers aware of academic dishonesty, including kind of cheating and methods used.

## **Parent Responsibilities**

Reinforce the values you believe in. Make sure that students understand that your moral values apply every day.

Reduce the pressure for "success at any cost." Give your child support even when his or her

