

## MEMORANDUM

August 20, 2009

TO: All Faculty and Staff

FROM: Ms. Alina M. Diaz, Vice Principal  
Robert Morgan Educational Center

### **SUBJECT: CHEATING AND PLAGIARISM POLICY**

Cheating and plagiarism are not tolerated at Robert Morgan Educational Center. Consequences for cheating are decided by the individual teacher on a case by case basis. At the teacher's discretion, students may be referred to administration for disciplinary action.

The act of plagiarism is a severe form of cheating which constitutes intellectual theft. Plagiarism occurs when a person passes off someone else's work as his/her own. Whether a student copies an assignment, downloads a paper from an Internet site, or uses a cut and paste system for creating text, that student has committed plagiarism. All parties to plagiarism are equally guilty, regardless of whether the student gives or receives work.

Students who plagiarize will face any or all of the following consequences:

#### **First Offense**

1. The student's name will be entered into an in-school plagiarism database.
2. The student's parent will be contacted.
3. The student will receive an F for the assignment. If the assignment receives multiple grades, the assignment will be given multiple Fs.
4. The student will be referred to Ms. Alina Diaz, vice principal, for possible disciplinary action.
5. The student's effort and/or conduct grade may be lowered for that grading period.

#### **Second Offense**

1. A parent conference will be required.
2. Administrators may suspend the student from school for one to five days.
3. Honor Society membership and/or student council membership and/or positions of leadership may be revoked.
4. School awarded honors, including Silver Knight, or representation of our school in any other capacity may be denied.
5. If the offense occurred in an AP or Honors course, the student may be withdrawn from that course.

*Policy was developed in August of 2008 by the Plagiarism Committee.*