

## Poudre High School/IB Plagiarism/Cheating Policy

In education, we are continually studying the ideas of others. It is important, in our speaking and writing, that we acknowledge these ideas and give credit where it is due. **Plagiarism is using other people's ideas and words without clearly stating the source of that information.** Plagiarism and cheating are serious offenses and will be punished accordingly. The following are examples of plagiarism and cheating:

1. Copying someone else's assignment or allowing someone else to copy your assignment.
2. Substituting synonyms for someone else's word choices or restating someone else's ideas in your own words.
3. Handing in another individual's work as your own.
4. Dividing questions on an individual assignment so that several students answer a portion of the assignment, permitting each other to copy answers. Although group work and cooperative learning are often encouraged, individual assignments must remain the work of the individual student. **Always ask your teacher if an assignment may be completed with others. Do not assume it is allowed.**
5. Copying sentences, phrases, paragraphs, or pages from books, web sites, or other sources **without providing documentation.** Writing should be either original or attributed.
6. Using plots, characters, theories, opinions, concepts, designs, and even ideas from other sources (people, books, films, music recordings, television, or any other media) and present them as original work without properly attributing them.
7. Taking answers from a classmate's quiz or test paper, using a crib sheet or sharing answers during a testing situation.
8. Falsifying data, conclusions, and answers and presenting them as fact.

Plagiarism and cheating have no place in the academic arena. The following penalties will apply for such actions:

1. The student(s) will earn a zero on the assignment, project, or test. The student(s) who contributed to the offense (i.e. shared information or answers) will also earn a zero, whether or not the student benefited personally from the information. Parents or guardians will be notified, and both the administration and the appropriate counselor(s) will be informed.
2. An explanation of the incident will be tagged under the PSD student disciplinary file. Should a student ever accumulate two incident reports, a meeting with student, parent or guardian, counselor and/or administrator will be scheduled to determine further disciplinary action.
3. **Two incidents of plagiarism or cheating may result in being dropped from the IB Program. Incidents are cumulative from grades 9 –12.**