

## **SAMUEL S. FELS HIGH SCHOOL HONESTY POLICY**

Plagiarism is a kind of cheating. Copying from someone else and presenting it as your own work is dishonest. This can have serious consequences for you and your grade. If you allow someone else to use your work, you can suffer the same consequences.

### **What constitutes cheating?**

1. Letting someone copy your work to turn in as theirs.
2. Copying someone's research without giving that person credit.
3. Copying from the electronic library sources without acknowledging them.
4. Printing out material from the internet without giving credit.
5. Doing someone's work for them and letting them take credit for your efforts.

### **What should you do?**

If you are copying directly from background reading sources, copy the words exactly and put quotation marks around them. People will then know what words are yours and what belong to an "official source."

Instead of quoting a source, you may read through the material and ask yourself, "What is the main idea of this?" Once you have decided, you can write it in your own words, explaining it as you go along. Remember not to use the author's words, but your own. If you don't understand the material, research for a substitute source.

In your final paper, list all the sources for the passages you quote. If the words are substantially in the words of the author, but not quoted exactly, they must still be cited.

### **What will happen if I don't follow this policy?**

1. I can earn a zero for the assignment.
2. I can be denied the opportunity to do the work over and resubmit.
3. I can expect a phone call to parent, guardian or mentor.
4. I can expect that my grade in the course may result in a failure.
5. I can expect my counselor will be notified.

Name \_\_\_\_\_  
Parent/Guardian/Advisor Signature \_\_\_\_\_  
Date \_\_\_\_\_