**GREENWICH STOW CREEK PARTNERSHIP SCHOOLS FILE CODE: 5131.2**

**POLICY MANUAL**

**Policy**

## PLAGIARISM

1. Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:
   1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students’ papers, exchanging information with other students orally, electronically, in writing, or by signals, obtaining copies of the examination illegally and other similar activities;
   2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one’s own; and
   3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader’s markings, and other acts that allow for falsely taking credit.
2. A student found guilty of academic dishonesty may be subject to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized;
3. A teacher who believes that a student has been academically dishonest in his/her class should resolve the matter in the following manner:
   1. Reprimand the student orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty;
   2. If warranted, the teacher shall file a written complaint against the student with the principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the principal;
   3. The principal will determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis;
   4. If the student is not in agreement with the disciplinary action of the principal, he/she may appeal the action to the superintendent. If the student is dissatisfied with the superintendent’s disposition of the case, he/she may grieve the action in accordance with Policy 5145.6, Student Grievance.

**Greenwich:**

Adopted: December 4, 2008

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**Stow Creek:**

Adopted: August 25, 2008

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Readopted:

Key Words

Academic Dishonesty, Cheating, Fabrication, Facilitating Academic Dishonesty, Plagiarism

**Legal References:** N.J.S.A. 2A:38A-1 et seq. Computer System

N.J.S.A. 2C:20-25 Computer Related Theft

N.J.S.A. 18A:7A – 11 Annual report of local school district; contents; annual

report of commissioner; report on improvement of basic skills

N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

**Possible**

**Cross References:** \*4131/ 4131.1 Staff development; inservice education/visitation conferences

1. Employee protection

\*4231/4231.1 Staff development; inservice education/visitation conferences

4248 Employee protection

5000 Concepts and roles in student personnel

5010 Personal goals and objectives for students

\*5020 Role of parents/guardians

\*5114 Suspension and expulsion

\*5124 Reporting to parents/guardians

\*5127 Commencement activities

\*5131 Conduct and discipline

5145 Rights

\*5145.4 Equal educational opportunity

\*5145.6 Student grievance procedure

\*6164.4 Child study team

\*6171.4 Special education

\*Indicates policy is included in the Critical Policy Reference Manual.