

## **PHS English Department Plagiarism Policy**

Plagiarism is the act of presenting someone else's ideas as your own, either intentionally (cheating) or unintentionally (poor research skills). Petaluma City Schools has an Academic Honesty Policy, which is found on page 11 of the PHS Student and Parent Handbook. Since writing is a skill essential to success in life, the English Department has a clear and firm policy with regards to plagiarism on essays and writing projects.

**First** incident of plagiarism will result in the following:

1. No credit will be given for the assignment. (PHS Student and Parent Handbook, page 11)
2. A letter will be sent home to the parents informing them of the offense and the consequences, and it will include a contract that must be signed by the parents and the student. The contract states that the student must follow the entire writing process, under the vigilant supervision of the teacher, for all further essays and/or writing projects until the end of the school year. The contract further states that a second incident of plagiarism will result in a one to three day suspension. The student may fail or may be removed from the class. (PHS Student and Parent Handbook, page 11)
3. A referral will be sent to the discipline office.
4. A copy of the letter home, the contract, and the referral will be sent to the counselor's office.

**Second** incident of plagiarism:

1. May result in a second conference with the student, parents, teacher, counselor, and site administrator.
2. Will result in a suspension of one to three days (PHS Student and Parent Handbook, page 20, under "Cheating").