**Definitions**

**Plagiarism**

Plagiarism includes but is not limited to the following guidelines:

* + Using the words of another writer without including proper citation. Student writers must also include a citation of the source (Works Cited page or Bibliography) at the end of their paper. This applies to other forms of expression as well—artwork, photography, computer coding, music, mathematical calculations, etc.
	+ Copying and pasting from Internet or other electronic sources—even one sentence—is considered plagiarism unless there are quotation marks preceding and following the quoted material. Citing the sources used but copying and pasting entire sentences (or photos/graphics/code) without using quotation marks or proper citation methods is also considered plagiarism.
	+ Presenting the ideas of another writer (scientist, computer programmer or artist) as one’s own original thoughts. Unless a student attributes the ideas to the correct source—even if the wording is changed—it can be considered plagiarism. If the paper includes another author's ideas, the student must indicate with footnotes or in a Works Cited page where this source can be found. This applies to music, artwork, coding, etc.
	+ Submitting another student’s work as one’s own, for example, an essay written by a sibling, parent or anyone other than the student.
	+ Submitting material found or purchased from an Internet essay site.
	+ In classes where students incorporate multimedia content into their work, teachers will clarify expectations on a case-by-case basis. Copyright logos, any designs, media, or artwork are not to be used as your own work
	+ Submitting work from homework help websites that are word for word, number for number, symbol for symbol indicating that the work was simply copied and not processed by the student.

**Cheating**

Cheating includes but is not limited to the following guidelines:

* + Copying another student’s work or assignment (including homework) to submit as one’s own.
	+ Allowing another student to copy your assignment (including homework) with the intention of submitting to a teacher for credit.
	+ Sharing, electronically, any assignments, drafts, or personal work of any kind with another student with the intention of claiming submitting for credit.
	+ Sharing login or account information to another student in order to access assignments or classwork.
	+ Using an unauthorized set of notes, “cheat sheet” calculator or storage device during a test or quiz.
	+ Helping another student without permission on a test or quiz.
	+ Stealing, borrowing, taking a picture of, or removing an exam from the classroom or taking it from a teacher without explicit permission.
	+ Modifying or in any way altering a teacher’s grades or official records.
	+ Using a teacher’s notes, manuals, or guides without explicit permission.
	+ Submitting an assignment in two separate classes for different assignments without explicit permission from your teachers (in both subjects). This includes work from previous years or grading periods within the same year.

**Consequences**

Students caught cheating or plagiarizing at Uintah High School will face the following consequences (each consequence will be enforced for each offense):

**First Offense:**

1) Teacher/Student Conference;

2) At the teacher’s discretion, the student will either receive a zero (0) on the exam or assignment, OR the

 student may be required to re-take/re-submit the task for partial or no credit.

3) Teacher contacts parent;

4) Techer logs incident in the student’s behavior log on ASPIRE

5) Teacher notifies Assistant Principal;

 **Second Offense:**

Steps 1-3 from above will be followed plus:

Admin assigns Administrative “U”

Possible Suspension

Admin contacts parent

Admin Logs incident in the student’s behavior log on ASPIRE
 **Third Offense**:

All of the steps from the prior offenses will be enforced plus:

Consultation with the parent, student, teacher, and administrator.

Each offense will be handled on a case by case basis. Those deeming to be more severe may be given consideration above a typical first time offense. Consequences may be modified depending on the circumstances and severity of each incident. Since the behavior log will be updated with each offense, the offenses and consequences will follow the student throughout the student’s high school career.